STATEMENT OF WORK FOR
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of lnterior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping reports.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include

compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

Preliminary Schedule (Key Milestones)

- Conduct a kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/15/2017
- Final Scoping Report - 12/31/17

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:
The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offeror's quote.

The Contractor shall create and implement the project management plan, including schedule, as approved by the BLM and collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media,

using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the
- EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and
- Printing and Distribution - the BLM will print and mail the any pertinent documents;

Agency-Furnished Materials:

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tribal Consultation; and
- Contracting Officers Representative (COR) - the BLM will designate a COR;
- Agency Specialists - BLM will provide contacts from each BLM State Office to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);

- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by BLM and general schema provided by the agencies; ·
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. he Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis.The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analysis is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.

3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
        4. Completion of Scoping phase aspects of Public Participation plan
        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. The BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Option)
This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not possible for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating

the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

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compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

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using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
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Agency-Furnished Materials:

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- Contracting Officers Representative (COR) - the BLM will designate a COR;
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- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);

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- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

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- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
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- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. he Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis.The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

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3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
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7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
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        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. The BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

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Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

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the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

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The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
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Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

INTRODUCTION

The U.S. Department of Interior, Bureau of Land Management (BLM) initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming to amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort. The tasks outlined for this solicitation include the work necessary to prepare 7 Draft and Final EIS in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA).

The tasks include preparing chapters, editorial support, comment analysis, and protest resolution. More specifically, preparing chapters 3 and 4 includes sorting and grouping references from the 2015 greater sage grouse plan amendments and records of decisions (RODs) into tables that summarize sources for incorporation by reference (IBR).

The primary deliverable is a completed, approved draft and final Chapter 3, and the IBR portion of Chapter 4, with assistance in identifying what parts of Chapter 4 require additional (or new) analysis.

The analysis area includes each of the above identified BLM States.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming.

Format

The Contractor shall ensure that any proposed electronic processes (needed or developed as part of the Contractor's proposed protocol) will be compatible with the current suite of Microsoft software, including Access, Word, Excel, and Project, so that its database can produce outputs that are useable by the BLM with access to compatible Microsoft programs. Standards for PDFs will be determined by the individual BPA Call. Programs and processes must also be compatible with ESRI Geographic Information Systems (ArcGIS) software (Version 10.1 or most recent version) for GIS analysis. Digital image and delivery guidance, for example file transfer sites, discs, etc. needs will be determined by the individual project/plan and BPA Call. The Contractor may be required to produce all documents in a user-friendly, and searchable database that is compatible with the suite of Microsoft software.

Provide all documents in a BLM-approved media using appropriate software. All electronic communications shall be in formats accessible to agency personnel and agreed upon in the individual BPA Call, to include any ePlanning templates that may be used and requested by the specific BLM office.

Section 508 Compliance

Section 508 Compatibility Standard

Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 USC 794d) are determined to be relevant for the following program need: Electronic Documents. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities to assure accessibility by the visually impaired using assistive technology such as screen readers and refreshable Braille displays. Guidance on Section 508 compliance is available at http://www.section508.gov/.

Section 508 Service Requirements.

Section 508 must be considered as a requirement for electronic documents. Electronic document deliverables must be made available in alternate formats upon request, including formats compatible with assistive technology at no additional charge. Solicitation respondents must describe how their proposed delivered electronic documents will meet Section 508 accessibility standards.

Section 508 Standard (a): Provide a text equivalent for every non-text element via "alt" tags, "longdesc", or in element content. 36 CFR 1194.22(a)

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SOW Elements

Your SOW should contain the following elements:

Background
Objectives
Scope
Tasks or Requirements
Selection criteria
Deliverables or delivery schedule
Government-furnished equipment and Government-furnished information
Security
Place of performance
Period of Performance

Background: Describes the project in very general terms
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Prefer simple words, phrases, and sentences

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Avoid passive verbs.

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The Contractor shall ensure that any proposed electronic processes (needed or developed as part of the Contractor's proposed protocol) will be compatible with the current suite of Microsoft software, including Access, Word, Excel, and Project, so that its database can produce outputs that are useable by the BLM with access to compatible Microsoft programs. Standards for PDFs will be determined by the individual BPA Call. Programs and processes must also be compatible with ESRI Geographic Information Systems (ArcGIS) software (Version 10.1 or most recent version) for GIS analysis. Digital image and delivery guidance, for example file transfer sites, discs, etc. needs will be determined by the individual project/plan and BPA Call. The Contractor may be required to produce all documents in a user-friendly, and searchable database that is compatible with the suite of Microsoft software.

Provide all documents in a BLM-approved media using appropriate software. All electronic communications shall be in formats accessible to agency personnel and agreed upon in the individual BPA Call, to include any ePlanning templates that may be used and requested by the specific BLM office.

Section 508 Compliance

Section 508 Compatibility Standard

Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 USC 794d) are determined to be relevant for the following program need: Electronic Documents. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities to assure accessibility by the visually impaired using assistive technology such as screen readers and refreshable Braille displays. Guidance on Section 508 compliance is available at http://www.section508.gov/.

Section 508 Service Requirements.

Section 508 must be considered as a requirement for electronic documents. Electronic document deliverables must be made available in alternate formats upon request, including formats compatible with assistive technology at no additional charge. Solicitation respondents must describe how their proposed delivered electronic documents will meet Section 508 accessibility standards.

Section 508 Standard (a): Provide a text equivalent for every non-text element via "alt" tags, "longdesc", or in element content. 36 CFR 1194.22(a)

Section 508 Standard (d): Organize documents so they are readable without requiring an associated style sheet. 36 CFR 1194.22(d)

Section 508 Standard (g): Identify row and column headers for data tables. 36 CFR 1194.22(g)

Section 508 Standard (m): All PDF files have HTML or text alternatives. 36 CFR 1194 (several sections).

STATEMENT OF WORK

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing Draft EISs and LUPA (including chapter 3 and 4; responding to comments, including parsing and response letters; and resolution of protests, including drafting protest response and a final protest report)for the draft RMP amendments/EISs to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Summary

The BLM requires contract support services to complete, by April 18, 2018, the Draft EISs(including development of chapter 3 and 4, and drafting and incorporating Executive Summary, Consultation/Coordination, Glossary, References, Acronyms, and Appendices for publishing) for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of Colorado, Idaho, Nevada/California, Oregon, Utah, and Wyoming.

Task 1 – Writer and Editor Functions

The draft land use plan amendments and EISs compiles and displays for the public the work completed through the planning process to a specific point, including a description of the process used.

Quality Standard - Task 1:

All documents will comply with specifics in the above format section.

The EISs will meet the National Environmental Policy Act (NEPA) regulations at 40 CFR 1500-1508, as well as the BLM's planning guidance under the Federal Land Policy and Management Act (FLPMA) at 43 CFR 1600.

All documents will be professional in appearance; edited for correct grammar and readability by the general public; free from professional or agency jargon, while maintaining a scientific base; minimize acronyms, include appropriate and clear maps and other graphics, and clearly depict management quotes. The BLM will prepare and publish the Notice of Availability in the Federal Register. The Contractor will submit two (2) print copies and one (1) digital copy of all NEPA documents (Draft and Final) to the BLM Library, OC-521, upon publication or delivery to the BLM. Library Point of Contact: Peter Doran.

TASK 2: Chapter 3 IBR table including page numbers and sections, Chapter 4 IBR tables including summary of sources and qualitative language

The contractor is responsible for writing and assembling Chapter 3 for all the Draft Amendment-DEIS and Proposed Amendment – FEIS.

The contractor will prepare, for each BLM State Office, a table or tables for Chapter 3 that includes listing and organizing all source materials for incorporation by reference for Chapter 3.

The contractor will prepare a table or tables using supplied Chapter 2 sections to create tables for Chapter 4 that includes listing and organizing all source materials for incorporation by reference (for all issues/effects previously analyzed). As well as assisting BLM states in incorporating and organizing all new analysis into the table/tables .

Quality Standard - Task 2:

- Chapter 3- All issues shall be organized by resource, and have the applicable sections/pages of the 2015 GRSG plan amendments and any other reference materials cited within the table or tables in chapter 3.
- Chapter 4 - All issues shall be organized by resource, and have the applicable sections/pages of the 2015 GRSG plan amendments and any other reference materials cited within the table or tables in chapter 4, including qualitative or quantitative analysis needed to supplement the IBR tables.

Deliverables	Due Date
1. Chapter 3 - IBR	April_18, 2018__
2. Chapter 4 - IBR	April _18, 2018
3. Chapter 4 – Supplemental Analysis Incorporated	April _18, 2018

TASK 3: Finalize Draft EISs and LUPAs

The contractor will finalize the draft EISs and LUPAs, include drafting and incorporating Executive Summary, Consultation/Coordination, Glossary, References, Acronyms, and Appendices for publishing.

The documents will adhere to all applicable policies pertaining to the NEPA requirements and planning requirements, including the Council on Environmental Quality's NEPA regulations and the BLM's planning regulations.

INTRODUCTION

The U.S. Department of Interior, Bureau of Land Management (BLM) initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming to amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort. The tasks outlined for this solicitation include the work necessary to prepare 7 Draft and Final EIS in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA).

The tasks include preparing chapters, editorial support, comment analysis, and protest resolution. More specifically, preparing chapters 3 and 4 includes sorting and grouping references from the 2015 greater sage grouse plan amendments and records of decisions (RODs) into tables that summarize sources for incorporation by reference (IBR).

The primary deliverable is a completed, approved draft and final Chapter 3, and the IBR portion of Chapter 4, with assistance in identifying what parts of Chapter 4 require additional (or new) analysis.

The analysis area includes each of the above identified BLM States.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming.

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C	0040374627	

6. ISSUED BY CODE LNS

BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

7. ADMINISTERED BY *(If other than Item 6)* CODE LNS

BLM OC NOC SVC & SUPPLIES(OC663)
DENVER FEDERAL CENTER
BUILDING 50
POB 25047
DENVER CO 80225

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01 Net Increase: $131,217.36

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW FAR 52.212-4 (c) - Changes
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is as follows:

1. Elect and fund Optional Task 2 in the amount of $131,217.36 for: tasks as defined in the vendor quote of 11/17/2017.
3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract.
4. Revise the POP end to June 11, 2018.
5. The contract value is increased from $79,879.86 by 131,217.36 to $211,097.22
Invoice Review Required: Y
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*
David Batts, Principal	Michelle Elliott

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	02/01/2018	*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/11/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 06/11/2018				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
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6. ISSUED BY CODE LNS

BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
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DENVER CO 80225

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1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

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ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/11/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 06/11/2018				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C	0040374627	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
BLM OC-NOC SVC & SUPPLY SEC(OC663) DENVER FEDERAL CENTER BLDG. 50 POB 25047 DENVER CO 80225	LNS	BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225	LNS

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01 Net Increase: $131,217.36

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	IAW FAR 52.212-4 (c) - Changes
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is as follows:

1. Elect and fund Optional Task 2 in the amount of $131,217.36 for: tasks as defined in the vendor quote of 11/17/2017.
3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract.
4. Revise the POP end to June 11, 2018.
5. The contract value is increased from $79,879.86 by 131,217.36 to $211,097.22
Invoice Review Required: Y
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*	
		Michelle Elliott	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/11/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 06/11/2018				

MEMORANDUM

January 29th, 2018

To: File

From: Contracting Officer, Bureau of Land Management (BLM) National Operations Center (NOC) Acquisitions (OC-663)

Subject: 140L0618F0007- The BLMs Range-wide Scoping Report Greater Sage Grouse - Modification P00003- *Modification to incorporate revised price quote for Optional Task 2*

A. Background: The BLMs NOC awarded the subject contract to EMPSi (via USFWS Multi-award BPA F17PA00028) on November 27, 2017 in the amount of $79,879.86 for Task 1 and 1a (with Task 2 optional and unfunded in the amount of $131,217.36) for scoping Services. The contract was awarded with a performance period of 11/27/17 for one month. Two, no-cost performance extensions have been issued due to government-related delays with the CARA system, which is a necessary system to successfully carry out the requirements of this contract.

Modification History:
Mod 0001- no-cost POP extension to 1/22/18.
Mod 0002- no-cost POP extension to 2/12/18.

B. Modification Purpose:

1. Incorporate revised vendor quote and elect Optional Task 2 dated 10 January 2018, which expands the Scoping Report to support the next phase of BLM planning efforts. This BLM initially anticipated the contractor would coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions for each of 8 BLM state offices. The BLM also anticipated at least 8 workshops required to address the development of planning criteria, an outline of alternatives, and strategies for impact analysis. A recent decision by the BLM Washington Office leadership is now allowing BLM State Offices more flexibility in determining how they will address resource issues identified in the Scoping Report (Task 1). This flexibility means some states may opt not to pursue a NEPA-based land use planning process, and therefore, not need contracting support envisioned in optional Task 2. Few state offices pursuing a planning process translates to the need for fewer workshops to outline alternatives and strategies for impact analysis.

2. Elect and fund of Optional Task 2 in the amount of $198,741.68 (8 potential meetings, now priced at $24,842.71 per meeting). EMPSi originally submitted a price quote based on labor, travel and materials to host 8 meetings as a lump sum of $131,217.36. Given the new direction provided by BLM leadership, the BLM NOC (via agreement of the COR) has requested a revised quote from the contractor based costs per meeting vs. a lump sum total of 8 meetings. While the cost per meetings reflects an increase, savings are anticipated to result by states which may not participate/have no requirement. Remaining funding for unused meetings (identified for the 8 subregions) will be deobligated at contract completion.

3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract. Revise the POP end to June 11, 2018.

4. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, this will be extended by 6 weeks past April 30, 2018 (original award POP) to reflect Mods 1 & 2 (P00001 &2) performance extensions. The new POP end is June 11, 2018.

C. Description of Changes: Incorporate revised Optional Task 2 and elect and fund Optional Task 2 with the revised cost break down for a per meeting basis.

D. Period of Performance: See above.

E. Government Estimate of Efforts: Detail provided at B1 of this document by Brian StGeorge.

F. Quote to North State Resources: A RFQ was sent to EMPSi on 01/08/2018. EMPSi responded on 01/10/2018; quote accompanies eFile to this Memo; excerpt provided below – the $24,842.71 is cost per state – NTE 8 states for a total of $$198,741.68, an increase of 34% to the overall contract value:

Task 2: Revised Pricing

1/10/2018

Estimate per Subregion

Labor Costs		Base Contract Rate* 1 May 2017 - 30 Apr 2018			TASK 2	
Contract Labor Category	Corresponding GSA Labor Category	Contract Labor Rate	% Discount	Discounted Contract Labor Rate*	Estimated # of Hours	Total Cost Task 2
Supervisor/Manager	Principal Scientist / Engineer L3	$186.70	10%	$168.03	8	$1,344.24
Analyst - Senior (Sr.)	Senior Scientist / Engineer L3	$137.32	5%	$130.45	80	$10,436.32
Analyst - Junior (Jr.)	Scientist / Engineer L3	$90.34	5%	$85.82	0	$0.00
Mapping Specialist (Sr.)	GIS L1	$102.32	5%	$97.20	0	$0.00
Mapping Specialist (Jr.)	GIS L2	$90.34	5%	$85.82	0	$0.00
Administrative Support (Sr.)	Word Processor	$65.80	0%	$65.80	16	$1,052.80
Administrative Support (Jr.)	Clerical	$60.74	0%	$60.74	8	$485.92
Consultant/Scientist (Executive)	Principal Scientist / Engineer L4	$174.66	5%	$165.93	0	$0.00
Consultant/Scientist	Scientist / Engineer L1	$114.43	5%	$108.71	80	$8,696.68
				Subtotal Labor Cost		***$22,015.96***
Other Direct Costs	**Unit**			**Unit Price**	**Quantity**	**Total**
Travel - Airfare	per flight roundtrip			$500.00	2	$1,000.00
Travel - Car Rental	per day			$75.00	4	$300.00
Travel - per diem	per day			$144.00	10	$1,440.00
Mileage	per mile			$0.5350	50	$26.75
Document Production	per document			$20.00	3	$60.00
				$0.00	0	$0.00
				Subtotal ODCs		***$2,826.75***
				TOTAL COST		**$24,842.71**

Assumptions:
2 EMPSi staff will attend one 3-day workshop.
One Strategy Report is prepared for each Subregion within the rage of Greater Sage-Grouse.
All submittals will be electronic (e.g., PDF); up to three hardcopies of the final will be provided as needed.
Draft doucments will not be 508 compliant. Final doucments will be 508 compliant.

F. Evaluation: Optional task (Task 2) requires delivery of a Strategy Report for Draft Alternatives and Impact Analysis that the BLM administrative states will use to amend GRSG Land Use Plans (LUPs). This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts. The program initially anticipated the contractor would coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions for each of 8 BLM state offices, to include at least 8 workshops which would be facilitated by the contractor to address the development of planning criteria, an outline of alternatives, and strategies for impact analysis. The original price quote at time of award from EMPSi was based on the assumption that the Report would have been used for all

BLM states amending GRSG LUPs. Under the revised approach it is recognized the BLM will lose some of the economy of scale. Originally EMPSi's pricing was based on a report primarily based on similarities between the subregions (e.g., many similar alternative components, similar planning criteria, and similar issues that would drive the impact analysis strategy, including which resources to include/exclude). Based on the scoping input, there is variability within each subregion, which will likely produce unique alternatives, criteria, and issues for analysis. As such, each subregion may have standalone strategies reports which focus specifically on their needs. The revised Task 2 pricing is based on labor, travel and materials to develop a standalone strategy report focused specifically on a state's needs. This significantly increased EMPSi's labor costs, which in turn increased the total cost for Task 2 by 34% ($131,217.36 vs. 198,741.68). The technical panel has evaluated the revised pricing, and, despite the significant increase, determines the increase in costs fair and reasonable increase based on the flexibility the government requires for this LUP Amendment process. Any excess funding at contract completion is expected to be deobligated.

F. Reviews: Peer and Section Chief reviews conducted. Solicitor review underway.

G. Award: The effort will be awarded as a supplemental agreement modification IAW FAR 52.212-4 (c) - Changes, Contract Terms and Conditions with the support of FAR 8.405-6(a)(1)(i)(C).

_____
Michelle Elliott, Contracting Officer

MEMORANDUM

January 29th, 2018

To: File

From: Contracting Officer, Bureau of Land Management (BLM) National Operations Center (NOC) Acquisitions (OC-663)

Subject: 140L0618F0007- The BLMs Range-wide Scoping Report Greater Sage Grouse - Modification P00003- *Modification to incorporate revised price quote for Optional Task 2*

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F. Reviews: Peer and Section Chief reviews conducted. Solicitor review underway.

G. Award: The effort will be awarded as a supplemental agreement modification IAW FAR 52.212-4 (c) - Changes, Contract Terms and Conditions with the support of FAR 8.405-6(a)(1)(i)(C).

_____
Michelle Elliott, Contracting Officer

STATEMENT OF WORK FOR
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of lnterior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping reports.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include

compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

Preliminary Schedule (Key Milestones)

- Conduct a kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/15/2017
- Final Scoping Report - 12/31/17

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:
The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offeror's quote.

The Contractor shall create and implement the project management plan, including schedule, as approved by the BLM and collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media,

using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the
- EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and
- Printing and Distribution - the BLM will print and mail the any pertinent documents;

Agency-Furnished Materials:

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tribal Consultation; and
- Contracting Officers Representative (COR) - the BLM will designate a COR;
- Agency Specialists - BLM will provide contacts from each BLM State Office to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);

- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by BLM and general schema provided by the agencies; ·
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. he Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis.The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analysis is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.

3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
        4. Completion of Scoping phase aspects of Public Participation plan
        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. The BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Option)
This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not possible for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating

the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

STATEMENT OF WORK FOR
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of lnterior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping reports.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include

compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

Preliminary Schedule (Key Milestones)

- Conduct a kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/15/2017
- Final Scoping Report - 12/31/17

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:
The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offeror's quote.

The Contractor shall create and implement the project management plan, including schedule, as approved by the BLM and collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media,

using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the
- EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and
- Printing and Distribution - the BLM will print and mail the any pertinent documents;

Agency-Furnished Materials:

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tribal Consultation; and
- Contracting Officers Representative (COR) - the BLM will designate a COR;
- Agency Specialists - BLM will provide contacts from each BLM State Office to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);

- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by BLM and general schema provided by the agencies; ·
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. he Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis.The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analysis is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.

3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
        4. Completion of Scoping phase aspects of Public Participation plan
        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. The BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Option)
This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not possible for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating

the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

INTRODUCTION

The U.S. Department of Interior, Bureau of Land Management (BLM) initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming to amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort. The tasks outlined for this solicitation include the work necessary to prepare 7 Draft and Final EIS in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA).

The tasks include preparing chapters, editorial support, comment analysis, and protest resolution. More specifically, preparing chapters 3 and 4 includes sorting and grouping references from the 2015 greater sage grouse plan amendments and records of decisions (RODs) into tables that summarize sources for incorporation by reference (IBR).

The primary deliverable is a completed, approved draft and final Chapter 3, and the IBR portion of Chapter 4, with assistance in identifying what parts of Chapter 4 require additional (or new) analysis.

The analysis area includes each of the above identified BLM States.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming.

Format

The Contractor shall ensure that any proposed electronic processes (needed or developed as part of the Contractor's proposed protocol) will be compatible with the current suite of Microsoft software, including Access, Word, Excel, and Project, so that its database can produce outputs that are useable by the BLM with access to compatible Microsoft programs. Standards for PDFs will be determined by the individual BPA Call. Programs and processes must also be compatible with ESRI Geographic Information Systems (ArcGIS) software (Version 10.1 or most recent version) for GIS analysis. Digital image and delivery guidance, for example file transfer sites, discs, etc. needs will be determined by the individual project/plan and BPA Call. The Contractor may be required to produce all documents in a user-friendly, and searchable database that is compatible with the suite of Microsoft software.

Provide all documents in a BLM-approved media using appropriate software. All electronic communications shall be in formats accessible to agency personnel and agreed upon in the individual BPA Call, to include any ePlanning templates that may be used and requested by the specific BLM office.

Section 508 Compliance

Section 508 Compatibility Standard

Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 USC 794d) are determined to be relevant for the following program need: Electronic Documents. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities to assure accessibility by the visually impaired using assistive technology such as screen readers and refreshable Braille displays. Guidance on Section 508 compliance is available at http://www.section508.gov/.

Section 508 Service Requirements.

Section 508 must be considered as a requirement for electronic documents. Electronic document deliverables must be made available in alternate formats upon request, including formats compatible with assistive technology at no additional charge. Solicitation respondents must describe how their proposed delivered electronic documents will meet Section 508 accessibility standards.

Section 508 Standard (a): Provide a text equivalent for every non-text element via "alt" tags, "longdesc", or in element content. 36 CFR 1194.22(a)

Section 508 Standard (d): Organize documents so they are readable without requiring an associated style sheet. 36 CFR 1194.22(d)

Section 508 Standard (g): Identify row and column headers for data tables. 36 CFR 1194.22(g)

Section 508 Standard (m): All PDF files have HTML or text alternatives. 36 CFR 1194 (several sections).

STATEMENT OF WORK

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing Draft EISs and LUPA (including chapter 3 and 4; responding to comments, including parsing and response letters; and resolution of protests, including drafting protest response and a final protest report)for the draft RMP amendments/EISs to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Summary

The BLM requires contract support services to complete, by April 18, 2018, the Draft EISs(including development of chapter 3 and 4, and drafting and incorporating Executive Summary, Consultation/Coordination, Glossary, References, Acronyms, and Appendices for publishing) for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of Colorado, Idaho, Nevada/California, Oregon, Utah, and Wyoming.

Task 1 – Writer and Editor Functions

The draft land use plan amendments and EISs compiles and displays for the public the work completed through the planning process to a specific point, including a description of the process used.

Quality Standard - Task 1:

All documents will comply with specifics in the above format section.

The EISs will meet the National Environmental Policy Act (NEPA) regulations at 40 CFR 1500-1508, as well as the BLM's planning guidance under the Federal Land Policy and Management Act (FLPMA) at 43 CFR 1600.

All documents will be professional in appearance; edited for correct grammar and readability by the general public; free from professional or agency jargon, while maintaining a scientific base; minimize acronyms, include appropriate and clear maps and other graphics, and clearly depict management quotes. The BLM will prepare and publish the Notice of Availability in the Federal Register. The Contractor will submit two (2) print copies and one (1) digital copy of all NEPA documents (Draft and Final) to the BLM Library, OC-521, upon publication or delivery to the BLM. Library Point of Contact: Peter Doran.

TASK 2: Chapter 3 IBR table including page numbers and sections, Chapter 4 IBR tables including summary of sources and qualitative language

The contractor is responsible for writing and assembling Chapter 3 for all the Draft Amendment-DEIS and Proposed Amendment – FEIS.

The contractor will prepare, for each BLM State Office, a table or tables for Chapter 3 that includes listing and organizing all source materials for incorporation by reference for Chapter 3.

The contractor will prepare a table or tables using supplied Chapter 2 sections to create tables for Chapter 4 that includes listing and organizing all source materials for incorporation by reference (for all issues/effects previously analyzed). As well as assisting BLM states in incorporating and organizing all new analysis into the table/tables .

Quality Standard - Task 2:

- Chapter 3- All issues shall be organized by resource, and have the applicable sections/pages of the 2015 GRSG plan amendments and any other reference materials cited within the table or tables in chapter 3.
- Chapter 4 - All issues shall be organized by resource, and have the applicable sections/pages of the 2015 GRSG plan amendments and any other reference materials cited within the table or tables in chapter 4, including qualitative or quantitative analysis needed to supplement the IBR tables.

Deliverables	Due Date
1. Chapter 3 - IBR	April_18, 2018__
2. Chapter 4 - IBR	April _18, 2018
3. Chapter 4 – Supplemental Analysis Incorporated	April _18, 2018

TASK 3: Public Comment Analysis

The contractor is responsible for receiving, logging in, analyzing, grouping similar comments, summarizing comments received from the public on the Draft Amendment-DEIS and Proposed Amendment – FEIS, including those collected from Cooperating Agencies, RAC, and public meetings, and from the planning website, letters, email and other written comments. The contractor shall put all comments into ePlanning Comments Works. The contractor will prepare a content analysis report of all comments, and collaborating with the BLM when needed, prepare responses to all comments. Comments will be synthesized respective to each individual States Amendment.

The contractor will provide an early round of identification of comments they need input from the BLM on (a triage of sorts) for agency direction and informing contractor draft responses. The contactor will prepare a draft comment analysis report and respond to all substantive and unique comments, and respond to all comments unless assistance is needed from the BLM to clarify policy questions. The BLM anticipate up to 5,000 substantive comments.

All form letters or variations of form letters need to be reviewed for unique substantive comments. It is assumed that up to 200,000 form letters or variations of form letters may be received. The BLM will provide the contractor comments on the draft content analysis report, after which the contractor will then finalize the report. Once the report is final, it will be ready for incorporation into the Plan Amendment-FEIS.

The Contractor shall incorporate the resolution to comments after each review.

Quality Standard - Task 3:

- All comments shall be input into ePlanning Comment Works. The report shall address all timely submitted comments, including those provided at all meetings. The report shall list comment sources, issues and concerns raised in comments, reasons for issues or concerns, a statistical breakdown on categories and numbers of comments by issues and concerns or other appropriate categories, or other information requested by BLM.
- The strategy to respond to and address responses shall be developed with BLM and will ensure responses to all comments are prepared and all comments are fully/completely addressed, identified, keyed to responses, and reviewed by BLM

Deliverables	Due Date
1. Summary of issues and identification of those that require further agency direction	August 15, 2018; or 10 days after the end of the comment period
3. Final Content Analysis Report with prepared responses to all comments; ready to incorporate into the PRMP/FEIS; Electronic; PDF and Word Versions	September 1, 2018; or 4 weeks after the comment period.

TASK 5: Finalize Draft EISs and LUPAs

The contractor will finalize the draft EISs and LUPAs, include drafting and incorporating Executive Summary, Consultation/Coordination, Glossary, References, Acronyms, and Appendices for publishing.

ADDITIONAL OPTIONAL ITEMS

Task 6: Protest Resolution

The BLM will receive protests and deliver to the contractor to respond (with BLM assistance) to protests associated with the draft land use plan amendments and EISs. This includes:

- Tracking and parsing planning issues electronically and/or in the ePlanning system in coordination with BLM planning and NEPA staff;
- Identifying planning related issues and drafting of summaries and responses to issues on Protest resolution teams with BLM planning and NEPA staff, as requested;
- Drafting response letter templates to protesting parties provided by BLM planning and NEPA staff; and
- Writer-Editor for final protest report for publish after BLM management approval.

The purpose of a Statement of Work

A Statement of Work (SOW) is essential when purchasing commercial services. There are three primary objectives of the SOW. It should: be logical and readable; identify and emphasize the critical elements; and state exactly what is required, that is, the deliverables, due dates, and basic requirements that constitute what the contractor must do in order to receive payment.

SOW Elements

Your SOW should contain the following elements:

Background
Objectives
Scope
Tasks or Requirements
Selection criteria
Deliverables or delivery schedule
Government-furnished equipment and Government-furnished information
Security
Place of performance
Period of Performance

Background: Describes the project in very general terms
Discusses the purpose of the project – in other words, why the project is being pursued and how it relates to other projects
Includes, as necessary, a summary of statutory authority or applicable Regulations
Provides copies of pertinent background materials, including them in a Reference or Attachment

Objectives: Provides a concise overview of the project and how the results or end products will be used
Includes your goals and objectives

Scope: Covers the general scope of the work the contractor will be performing

Tasks Describes detailed work and management requirements
Spells out more precisely what is expected of the contractor in the performance of the work

Selection Gives selection criteria

Criteria: Identifies objective standards of acceptable performance to be provide by the contractor

Deliverables Describes what the contractor shall provide
Delivery Identifies the contractor's responsibilities
Schedule Identifies any specialized expertise and services, training, and documentation, as applicable
Clearly stated the deliverables required, the schedule for delivery, the quantities, and to whom they should be delivered
Describes the delivery schedule in calendar days from the date of award
Identifies the type of documentation (printed and electronic) to be provided, as well as those quality indicators desired by the government

Government Furnished Equipment/ Information Identifies any Government-furnished equipment (GFE) and Government-furnished information (GFI)
Identifies any limitations to be provide to the contractor

Security States the appropriate security requirements, as necessary, for the work to be done

Place of Performance Specifies whether the work is to be performed as a government site or the contractor's site

Period of Performance Specifies the performance period, i.e. hours, days weeks or months, etc.

Language Tips for Your Statement of Work

Prefer simple words, phrases, and sentences

Be concise, precise, and consistent. Keep sentences short and to the point.

Use active verbs.

Avoid passive verbs.

Avoid "should" or "may" because they leave the decision for action up to the Contractor.

Use "shall" when describing a provision binding on the contractor. Use "will" to indicate actions by the Government.

Be consistent when using terminology.

Avoid redundancy.

Avoid vague or inexact words and generalizations.

Avoid catch-all and open-ended phrases, such as “is common practice in the industry,” “as directed” or “subject to approval.”

Define technical terms.

Avoid using “any”, “either,” “and/or” “etc.”

Use abbreviations or acronyms only after spelling them out the first time they are referenced.

Make available any document referenced, including the date or version.

Indicate, if appropriate, desired design output, verification and how design changes will be managed.

INTRODUCTION

The U.S. Department of Interior, Bureau of Land Management (BLM) initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming to amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort. The tasks outlined for this solicitation include the work necessary to prepare 7 Draft and Final EIS in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA).

The tasks include preparing chapters, editorial support, comment analysis, and protest resolution. More specifically, preparing chapters 3 and 4 includes sorting and grouping references from the 2015 greater sage grouse plan amendments and records of decisions (RODs) into tables that summarize sources for incorporation by reference (IBR).

The primary deliverable is a completed, approved draft and final Chapter 3, and the IBR portion of Chapter 4, with assistance in identifying what parts of Chapter 4 require additional (or new) analysis.

The analysis area includes each of the above identified BLM States.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM initiated plan amendments in the States of Colorado, Idaho, Nevada/California, Oregon, Utah and Wyoming.

Format

The Contractor shall ensure that any proposed electronic processes (needed or developed as part of the Contractor's proposed protocol) will be compatible with the current suite of Microsoft software, including Access, Word, Excel, and Project, so that its database can produce outputs that are useable by the BLM with access to compatible Microsoft programs. Standards for PDFs will be determined by the individual BPA Call. Programs and processes must also be compatible with ESRI Geographic Information Systems (ArcGIS) software (Version 10.1 or most recent version) for GIS analysis. Digital image and delivery guidance, for example file transfer sites, discs, etc. needs will be determined by the individual project/plan and BPA Call. The Contractor may be required to produce all documents in a user-friendly, and searchable database that is compatible with the suite of Microsoft software.

Provide all documents in a BLM-approved media using appropriate software. All electronic communications shall be in formats accessible to agency personnel and agreed upon in the individual BPA Call, to include any ePlanning templates that may be used and requested by the specific BLM office.

Section 508 Compliance

Section 508 Compatibility Standard

Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 USC 794d) are determined to be relevant for the following program need: Electronic Documents. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities to assure accessibility by the visually impaired using assistive technology such as screen readers and refreshable Braille displays. Guidance on Section 508 compliance is available at http://www.section508.gov/.

Section 508 Service Requirements.

Section 508 must be considered as a requirement for electronic documents. Electronic document deliverables must be made available in alternate formats upon request, including formats compatible with assistive technology at no additional charge. Solicitation respondents must describe how their proposed delivered electronic documents will meet Section 508 accessibility standards.

Section 508 Standard (a): Provide a text equivalent for every non-text element via "alt" tags, "longdesc", or in element content. 36 CFR 1194.22(a)

Section 508 Standard (d): Organize documents so they are readable without requiring an associated style sheet. 36 CFR 1194.22(d)

Section 508 Standard (g): Identify row and column headers for data tables. 36 CFR 1194.22(g)

Section 508 Standard (m): All PDF files have HTML or text alternatives. 36 CFR 1194 (several sections).

STATEMENT OF WORK

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing Draft EISs and LUPA (including chapter 3 and 4; responding to comments, including parsing and response letters; and resolution of protests, including drafting protest response and a final protest report)for the draft RMP amendments/EISs to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Summary

The BLM requires contract support services to complete, by April 18, 2018, the Draft EISs(including development of chapter 3 and 4, and drafting and incorporating Executive Summary, Consultation/Coordination, Glossary, References, Acronyms, and Appendices for publishing) for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of Colorado, Idaho, Nevada/California, Oregon, Utah, and Wyoming.

Task 1 – Writer and Editor Functions

The draft land use plan amendments and EISs compiles and displays for the public the work completed through the planning process to a specific point, including a description of the process used.

Quality Standard - Task 1:

All documents will comply with specifics in the above format section.

The EISs will meet the National Environmental Policy Act (NEPA) regulations at 40 CFR 1500-1508, as well as the BLM's planning guidance under the Federal Land Policy and Management Act (FLPMA) at 43 CFR 1600.

All documents will be professional in appearance; edited for correct grammar and readability by the general public; free from professional or agency jargon, while maintaining a scientific base; minimize acronyms, include appropriate and clear maps and other graphics, and clearly depict management quotes. The BLM will prepare and publish the Notice of Availability in the Federal Register. The Contractor will submit two (2) print copies and one (1) digital copy of all NEPA documents (Draft and Final) to the BLM Library, OC-521, upon publication or delivery to the BLM. Library Point of Contact: Peter Doran.

TASK 2: Chapter 3 IBR table including page numbers and sections, Chapter 4 IBR tables including summary of sources and qualitative language

The contractor is responsible for writing and assembling Chapter 3 for all the Draft Amendment-DEIS and Proposed Amendment – FEIS.

The contractor will prepare, for each BLM State Office, a table or tables for Chapter 3 that includes listing and organizing all source materials for incorporation by reference for Chapter 3.

The contractor will prepare a table or tables using supplied Chapter 2 sections to create tables for Chapter 4 that includes listing and organizing all source materials for incorporation by reference (for all issues/effects previously analyzed). As well as assisting BLM states in incorporating and organizing all new analysis into the table/tables .

Quality Standard - Task 2:

- Chapter 3- All issues shall be organized by resource, and have the applicable sections/pages of the 2015 GRSG plan amendments and any other reference materials cited within the table or tables in chapter 3.
- Chapter 4 - All issues shall be organized by resource, and have the applicable sections/pages of the 2015 GRSG plan amendments and any other reference materials cited within the table or tables in chapter 4, including qualitative or quantitative analysis needed to supplement the IBR tables.

Deliverables	Due Date
1. Chapter 3 - IBR	April_18, 2018__
2. Chapter 4 - IBR	April _18, 2018
3. Chapter 4 – Supplemental Analysis Incorporated	April _18, 2018

TASK 3: Finalize Draft EISs and LUPAs

The contractor will finalize the draft EISs and LUPAs, include drafting and incorporating Executive Summary, Consultation/Coordination, Glossary, References, Acronyms, and Appendices for publishing.

The documents will adhere to all applicable policies pertaining to the NEPA requirements and planning requirements, including the Council on Environmental Quality's NEPA regulations and the BLM's planning regulations.

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C	0040374627	

6. ISSUED BY CODE LNS

BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

7. ADMINISTERED BY *(If other than Item 6)* CODE LNS

BLM OC NOC SVC & SUPPLIES(OC663)
DENVER FEDERAL CENTER
BUILDING 50
POB 25047
DENVER CO 80225

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01 Net Increase: $131,217.36

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW FAR 52.212-4 (c) - Changes
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is as follows:

1. Elect and fund Optional Task 2 in the amount of $131,217.36 for: tasks as defined in the vendor quote of 11/17/2017.
3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract.
4. Revise the POP end to June 11, 2018.
5. The contract value is increased from $79,879.86 by 131,217.36 to $211,097.22
Invoice Review Required: Y
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*
David Batts, Principal	Michelle Elliott

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	02/01/2018	*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/11/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 06/11/2018				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C	0040374627	

6. ISSUED BY CODE LNS

BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

7. ADMINISTERED BY *(If other than Item 6)* CODE LNS

BLM OC NOC SVC & SUPPLIES(OC663)
DENVER FEDERAL CENTER
BUILDING 50
POB 25047
DENVER CO 80225

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

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☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01 Net Increase: $131,217.36

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CHECK ONE	
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	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: IAW FAR 52.212-4 (c) - Changes
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is as follows:

1. Elect and fund Optional Task 2 in the amount of $131,217.36 for: tasks as defined in the vendor quote of 11/17/2017.
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Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

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(Signature of person authorized to sign)	02/01/2018	*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

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6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
BLM OC-NOC SVC & SUPPLY SEC(OC663) DENVER FEDERAL CENTER BLDG. 50 POB 25047 DENVER CO 80225	LNS	BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225	LNS

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1. Elect and fund Optional Task 2 in the amount of $131,217.36 for: tasks as defined in the vendor quote of 11/17/2017.
3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract.
4. Revise the POP end to June 11, 2018.
5. The contract value is increased from $79,879.86 by 131,217.36 to $211,097.22
Invoice Review Required: Y
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*	
		Michelle Elliott	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/11/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 06/11/2018				

MEMORANDUM

January 29th, 2018

To: File

From: Contracting Officer, Bureau of Land Management (BLM) National Operations Center (NOC) Acquisitions (OC-663)

Subject: 140L0618F0007- The BLMs Range-wide Scoping Report Greater Sage Grouse - Modification P00003- *Modification to incorporate revised price quote for Optional Task 2*

A. Background: The BLMs NOC awarded the subject contract to EMPSi (via USFWS Multi-award BPA F17PA00028) on November 27, 2017 in the amount of $79,879.86 for Task 1 and 1a (with Task 2 optional and unfunded in the amount of $131,217.36) for scoping Services. The contract was awarded with a performance period of 11/27/17 for one month. Two, no-cost performance extensions have been issued due to government-related delays with the CARA system, which is a necessary system to successfully carry out the requirements of this contract.

Modification History:
Mod 0001- no-cost POP extension to 1/22/18.
Mod 0002- no-cost POP extension to 2/12/18.

B. Modification Purpose:

1. Incorporate revised vendor quote and elect Optional Task 2 dated 10 January 2018, which expands the Scoping Report to support the next phase of BLM planning efforts. This BLM initially anticipated the contractor would coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions for each of 8 BLM state offices. The BLM also anticipated at least 8 workshops required to address the development of planning criteria, an outline of alternatives, and strategies for impact analysis. A recent decision by the BLM Washington Office leadership is now allowing BLM State Offices more flexibility in determining how they will address resource issues identified in the Scoping Report (Task 1). This flexibility means some states may opt not to pursue a NEPA-based land use planning process, and therefore, not need contracting support envisioned in optional Task 2. Few state offices pursuing a planning process translates to the need for fewer workshops to outline alternatives and strategies for impact analysis.

2. Elect and fund of Optional Task 2 in the amount of $198,741.68 (8 potential meetings, now priced at $24,842.71 per meeting). EMPSi originally submitted a price quote based on labor, travel and materials to host 8 meetings as a lump sum of $131,217.36. Given the new direction provided by BLM leadership, the BLM NOC (via agreement of the COR) has requested a revised quote from the contractor based costs per meeting vs. a lump sum total of 8 meetings. While the cost per meetings reflects an increase, savings are anticipated to result by states which may not participate/have no requirement. Remaining funding for unused meetings (identified for the 8 subregions) will be deobligated at contract completion.

3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract. Revise the POP end to June 11, 2018.

4. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, this will be extended by 6 weeks past April 30, 2018 (original award POP) to reflect Mods 1 & 2 (P00001 &2) performance extensions. The new POP end is June 11, 2018.

C. Description of Changes: Incorporate revised Optional Task 2 and elect and fund Optional Task 2 with the revised cost break down for a per meeting basis.

D. Period of Performance: See above.

E. Government Estimate of Efforts: Detail provided at B1 of this document by Brian StGeorge.

F. Quote to North State Resources: A RFQ was sent to EMPSi on 01/08/2018. EMPSi responded on 01/10/2018; quote accompanies eFile to this Memo; excerpt provided below – the $24,842.71 is cost per state – NTE 8 states for a total of $$198,741.68, an increase of 34% to the overall contract value:

Task 2: Revised Pricing

1/10/2018

Estimate per Subregion

Labor Costs		Base Contract Rate* 1 May 2017 - 30 Apr 2018			TASK 2	
Contract Labor Category	Corresponding GSA Labor Category	Contract Labor Rate	% Discount	Discounted Contract Labor Rate*	Estimated # of Hours	Total Cost Task 2
Supervisor/Manager	Principal Scientist / Engineer L3	$186.70	10%	$168.03	8	$1,344.24
Analyst - Senior (Sr.)	Senior Scientist / Engineer L3	$137.32	5%	$130.45	80	$10,436.32
Analyst - Junior (Jr.)	Scientist / Engineer L3	$90.34	5%	$85.82	0	$0.00
Mapping Specialist (Sr.)	GIS L1	$102.32	5%	$97.20	0	$0.00
Mapping Specialist (Jr.)	GIS L2	$90.34	5%	$85.82	0	$0.00
Administrative Support (Sr.)	Word Processor	$65.80	0%	$65.80	16	$1,052.80
Administrative Support (Jr.)	Clerical	$60.74	0%	$60.74	8	$485.92
Consultant/Scientist (Executive)	Principal Scientist / Engineer L4	$174.66	5%	$165.93	0	$0.00
Consultant/Scientist	Scientist / Engineer L1	$114.43	5%	$108.71	80	$8,696.68
				Subtotal Labor Cost		***$22,015.96***
Other Direct Costs	**Unit**			**Unit Price**	**Quantity**	**Total**
Travel - Airfare	per flight roundtrip			$500.00	2	$1,000.00
Travel - Car Rental	per day			$75.00	4	$300.00
Travel - per diem	per day			$144.00	10	$1,440.00
Mileage	per mile			$0.5350	50	$26.75
Document Production	per document			$20.00	3	$60.00
				$0.00	0	$0.00
				Subtotal ODCs		***$2,826.75***
				TOTAL COST		**$24,842.71**

Assumptions:
2 EMPSi staff will attend one 3-day workshop.
One Strategy Report is prepared for each Subregion within the rage of Greater Sage-Grouse.
All submittals will be electronic (e.g., PDF); up to three hardcopies of the final will be provided as needed.
Draft doucments will not be 508 compliant. Final doucments will be 508 compliant.

F. Evaluation: Optional task (Task 2) requires delivery of a Strategy Report for Draft Alternatives and Impact Analysis that the BLM administrative states will use to amend GRSG Land Use Plans (LUPs). This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts. The program initially anticipated the contractor would coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions for each of 8 BLM state offices, to include at least 8 workshops which would be facilitated by the contractor to address the development of planning criteria, an outline of alternatives, and strategies for impact analysis. The original price quote at time of award from EMPSi was based on the assumption that the Report would have been used for all

BLM states amending GRSG LUPs. Under the revised approach it is recognized the BLM will lose some of the economy of scale. Originally EMPSi's pricing was based on a report primarily based on similarities between the subregions (e.g., many similar alternative components, similar planning criteria, and similar issues that would drive the impact analysis strategy, including which resources to include/exclude). Based on the scoping input, there is variability within each subregion, which will likely produce unique alternatives, criteria, and issues for analysis. As such, each subregion may have standalone strategies reports which focus specifically on their needs. The revised Task 2 pricing is based on labor, travel and materials to develop a standalone strategy report focused specifically on a state's needs. This significantly increased EMPSi's labor costs, which in turn increased the total cost for Task 2 by 34% ($131,217.36 vs. 198,741.68). The technical panel has evaluated the revised pricing, and, despite the significant increase, determines the increase in costs fair and reasonable increase based on the flexibility the government requires for this LUP Amendment process. Any excess funding at contract completion is expected to be deobligated.

F. Reviews: Peer and Section Chief reviews conducted. Solicitor review underway.

G. Award: The effort will be awarded as a supplemental agreement modification IAW FAR 52.212-4 (c) - Changes, Contract Terms and Conditions with the support of FAR 8.405-6(a)(1)(i)(C).

_____
Michelle Elliott, Contracting Officer

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Bureau of Land Management (BLM) is completing land use plan amendment processes in 8 states to address Greater sage-grouse management and conservation. This statement of work is designed to assist those offices with completion of identical work. The statement of work entails completion of the associated decision file and includes reviewing, editing, and organizing the project and planning records for each of the Colorado, Montana, Idaho, Oregon, Utah and Wyoming State Offices. California and Nevada State Offices are conducting a combined effort under one project team and would need one combined project and planning record for both offices.

1.0 BACKGROUND

The U.S. Department of lnterior, Bureau of Land Management (BLM) has initiated a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands. On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of Sage Grouse Focal Area (SFAs) in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated land use plan amendments. Any RMP amendment(s) with associated NEPA document(s) - EISs or Environmental Assessments (EAs) - developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

To help support development of a record of decision, respond to potential legal challenges, and respond to FOIA requests, the BLM has a requirement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 SCOPE

This call (organization of the planning records for the BLM GRSG planning efforts) is related to the first task in BPA L15PA00170 entitled, organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage- Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record. The BLM planning records for each of the 8 states require all the same and necessary tasks identified in the first call, L15PB00755, under this BPA including preparation of records from Washington Office and Departmental staff. Each state will require further assistance with culling and electronic organization of email records prior to being ready for the tasks identified in the first call. The BLM has already accomplished significant work compiling and organizing electronic documents (not including email) that represent the common project initiation phase through the scoping phase and publication of a scoping report. Individual state office records may exist as hard copy, electronic files, and scanned documents without any discernable file structure. Likely

however, BLM is gathering planning records relevant to each of the in electronic format based on the last planning effort that was completed in 2015. Additional electronic geospatial data will be part of the record, but is in a readily usable format. Email records in particular will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. The planning process is underway and the record will be incomplete until the process is completed. A record indexing system must be complete by **May 1, 2018** and a partial record - including records created on May 28, 2018 - must be submitted by **July 1, 2018**.

4.0 TASKS

The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress updates verbally to the COR; and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior Solicitor's Office (DOI SOL) may also be in attendance as necessary). Progress updates must include a summary of work accomplished to date and obstacles preventing timely completion of tasks. After updating the COR, it may be necessary to schedule as many as 8 bi-weekly calls with individual state-offices to discuss work accomplished and obstacles specific to each state. These calls will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

a. Review and enhance, as necessary, the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
b. Provide an indexing system consistent with BLM policy on project and administrative records to allow for search and retrieval of documents from the planning record. The indexing system will contain elements common to all BLM state offices and allow for state-specific record needs.
c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the state offices, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until project completion. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
e. Work with the BLM Washington Office staff, DOI SOL and the Department of Interior personnel on search terms, retrieval, de-duplication, the initial sort, and review of relevant

emails, in the native format and including attachments as necessary.

f. Work with BLM COR to determine the appropriate electronic file format for the indexing system and project record prior to submitting any deliverables described below to ensure compatibility with existing BLM operating systems and software.

g. Make all pdf documents OCR searchable if they are not already in that format.

h. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

5.0 DELIVERABLES

DELIVERY/SCHEDULE

A common record indexing system will be provided to all individual State Office points of contact no later than **May 1, 2018**. The indexing system will be provided in electronic format compatible with BLM's operating and software systems.

The planning record shall be provided to the individual State Office points of contact (one hard copy record, one electronic "soft" copy record) no later than June 1, 2018.

Points of Contact on the project record SOW as follows:
Jennifer Fleuret for WY
Quincy Bahr for UT
Sandra Brewer for NV and CA
Jim Regan-Vienop for OR
Jon Beck for ID
Bridget Clayton for CO
John Carlson for MT
Brian St George for Washington Office-level

6.0 PRICING

Vendor will provide pricing as an attachment to technical quote.

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planning effort that was completed in 2015. Additional electronic geospatial data will be part of the record, but is in a readily usable format. Email records in particular will need to be reviewed, de-duplicated, organized, and included in the planning record.

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3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. The planning process is underway and the record will be incomplete until the process is completed. A record indexing system must be complete by ~~**April**~~ **May 1, 2018** and a partial record - including records created on May 28, 2018 - must be submitted by ~~**June**~~ **July 1, 2018**.

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The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress updates verbally to the COR; and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior ~~Regional~~ Solicitor's Office (DOI SOL) may also be in attendance as necessary). Progress updates must include a summary of work accomplished to date and obstacles preventing timely completion of tasks. After updating the COR, it may be necessary to schedule as many as 8 bi-weekly calls with individual state-offices to discuss work accomplished and obstacles specific to each state. These calls will be accomplished in order to resolve questions or provide clarification on matters of interest.

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attachments as necessary.

f. Work with BLM COR to determine the appropriate electronic file format for the indexing system and project record prior to submitting any deliverables described below to ensure compatibility with existing BLM operating systems and software.

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Vendor will provide pricing as an attachment.

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After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

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Commented [QKP1] (b)

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4.0 Tasks ~~DELIVERABLES~~

The contractor will complete the following tasks:

Commented [QKP2]: (b) (5) DPP

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress ~~reports~~ updates verbally to the COR; and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). Progress updates must include a summary of work accomplished to date and obstacles preventing timely completion of tasks. After updating the COR, it may be necessary to schedule as many as 8 bi-weekly calls with individual state-offices to discuss work accomplished and obstacles specific to each state. These calls~~is~~ will be accomplished in order to resolve questions or provide clarification on matters of interest.

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   c. Working with the BLM project leads for each plan, ensure that the planning record

Commented [QKP3]: (b) (5) DPP

for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.

d. Working with BLM staff in the state offices, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until project completion. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.

e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.

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DELIVERY/SCHEDULE

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Commented [QKP4]: (b) (5) DPP [redacted]

6.0 PRICING

Government estimate attached

STATEMENT OF WORK

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1.0 BACKGROUND

The U.S. Department of lnterior, Bureau of Land Management (BLM) has initiated a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands. On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated land use plan amendments. Any RMP amendment(s) with associated NEPA document(s) - EISs or Environmental Assessments (EAs) - developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

To help support development of a record of decision, respond to potential legal challenges, and respond to FOIA requests, the BLM has a requirement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 TASKS

This call is related to the first task in the BPA, for organization of the planning records for the BLM GRSG planning efforts. The BLM planning records for each of the 8 states require all the same and necessary tasks identified in the first call under this BPA. Each state will require further assistance with culling and electronic organization of email records prior to being ready for the tasks identified in the first call. The BLM has already accomplished significant work

compiling and organizing electronic documents (not including email) that represent the common project initiation phase through the scoping phase and publication of a scoping report. Individual state office records may exist as hard copy, electronic files, and scanned documents without any discernable file structure. Likely however, BLM is gathering planning records relevant to each of the in electronic format based on the last planning effort that was completed in 2015. Additional electronic geospatial data will be part of the record, but is in a readily usable format. Email records in particular will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. The planning process is underway and the record will be incomplete until the process is completed. A partial record and indexing system must be complete by **April 1, 2018**.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress reports and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). This will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

a. Review and enhance as necessary the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
b. Provide an appropriate index to allow for search and retrieval of documents from the planning record.
c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the state offices, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until project completion. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer

on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.

f. Make all pdf documents OCR searchable if they are not already in that format.

g. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

5.0 DELIVERY/SCHEDULE

The planning record shall be provided to the individual State Office points of contact no later than April 1, 2018.

6.0 PRICING

Government estimate attached

Note: The decision file will be kept through May 28, 2018, or with in 3 months of contract award, whichever is later. This assumes that there may be public draft NEPA documents, but not public comments on such documents. An electronic copy of the records will be provided to each state and to the WO representative within 1 month of receiving the final records for inclusion in the file under this call.

BPA L15PA00170

Technical Support Services for Litigation Preparation

Base Cost (Electronic Copies)

CLIN	Description	Amount
009	Project Oversight and Planning Record Maintenance	$29,101.03
0012	Long Distance Travel and Other Direct Costs	$836.00
	Call Order Total	**$29,937.03**

Includes USB drives for all states and copies for WO representative. Includes up to 2100 records, mostly in the form of email. All records will be PDF'd for the record. Does not include time for assistance with administrative record preparation (e.g., no Bates stamping). Does not include paper record (see optional task below).

Optional Cost (per hard copy)

CLIN	Description	Amount
009	One Hard (Paper Copy)	$361.40
0012	Long Distance Travel and Other Direct Costs	$518.00
	Optional Call Order Total	**$879.40**

This optional task is the price of one paper copy of a state-specific record.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES: 1 of 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 11/27/2017

2. CONTRACT NO. *(If any)*: F17PA00028

3. ORDER NO.: 140L0618F0007

4. REQUISITION/REFERENCE NO.: 0040367703

5. ISSUING OFFICE *(Address correspondence to)*:
BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

6. SHIP TO:

a. NAME OF CONSIGNEE: BLM-OC NOC, DIVISION OF RESOURCE SE

b. STREET ADDRESS: BR OF ARCH & ENGINEERING
BLDG 50, DFC, PO BOX 25047

c. CITY: DENVER

d. STATE: CO

e. ZIP CODE: 80225-0047

7. TO: ATTN GOVERNMENT POC

a. NAME OF CONTRACTOR: ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,

b. COMPANY NAME:

c. STREET ADDRESS: 1630 30TH ST STE A

d. CITY: BOULDER

e. STATE: CO

f. Z P CODE: 80301-1045

f. SH P VIA:

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR: RFQ1176707-CHU

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: 01

10. REQUISITION NG OFFICE: FWS SCIENCE ADVISOR TO THE DIRECTOR

11. BUS NESS CLASS FICATION *(Check appropriate box(es))*

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUS NESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O B. POINT: Destination

13. PLACE OF

a. INSPECTION: Destination

b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O B. POINT ON OR BEFORE *(Date)*: 12/31/2017

16. DISCOUNT TERMS: PP30

7 CHEDULE *(See reverse f r Reje ti ns)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract # GS10F0412S Award is issued to Environmental Management and Planning Solutions, Inc (EMPSi) for the Bureau of Land Management's (BLM) Range Wide Scoping Report in response to RFQ 40367703. The contractor's quote dated Continued					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $79,879.86

21. MAIL INVOICE TO:

a. NAME: Invoice Processing Platform System

SEE BILLING INSTRUCTIONS ON REVERSE

b. STREET ADDRESS (or P.O. Box): US Department of Treasury
http://www.ipp.gov

17(i) GRAND TOTAL: $79,879.86

c. CITY:

d. STATE:

e. Z P CODE:

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*: Michelle Elliott
TITLE: CONTRACTING/ORDER NG OFFICER

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11/27/2017	F17PA00028	140L0618F0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	November 17, 2017 is incorporated into this contract as well as terms and conditions listed in the RFQ, as well as those in BPA (F17PA00028) and EMPSi's GSA Schedule GS10F0412S. The Period of Performance (POP) and milestones are in accordance with the Statement of Work; and the POP commences from date of signature through December 31, 2017. Task 1 and 1a are elected and funded. Task 2 may be elected and funded subject to the needs and funding availability of the government. Invoice Review Required: Y Admin Office: BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 Period of Performance: 11/27/2017 to 12/31/2017					
00010	Develop Range-Wide Scoping Report for SG				75,760.36	
00020	Optional Task 1a				4,119.50	
00030	Optional Task 2				0.00	
	Continued ...					

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H))

$79,879.86

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11/27/2017	F17PA00028	140L0618F0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The total amount of award: $79,879.86. The obligation for this award is shown in box 17(i).					

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00002	See Block 16C		

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
BLM OC-NOC SVC & SUPPLY SEC(OC663) DENVER FEDERAL CENTER BLDG. 50 POB 25047 DENVER CO 80225	LNS	BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225	LNS

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Changes IAW FAR 52-212-4(c)
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
Invoice Review Required: Y
The purpose of this modification is to:

1. Extend the POP end date by 3 weeks to 2/12/2018.
2. This is a no cost extension required as a result of government-related delays caused by the Comment Analysis and Response System (CARA) malfunction, preventing contractor performance of the requirements.

Delivery: 02/12/2018
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*	
		Michelle Elliott	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 02/12/2018				

Amec Foster Wheeler Environment & Infrastructure, Inc.
Fixed Price Cost Estimate
Amec Foster Wheeler GSA Contract No. GS-00F-314CA
Amec Foster Wheeler BPA No. F17PA00026
Amec Foster Wheeler Tax ID # 91-1641772
Amec Foster Wheeler DUNS #: 038086125
Amec Foster Wheeler CAGE Code #: 1U1W9

RFQ No.: **40367703**
RFQ Title: **Range-Wide Scoping Report**
POP: **11/27/2017 - 12/31/2017**
SIN: **899-1**

Task Title	Amount
Task 1: Public Scoping Report	90,043.40
Task 1A: Public Scoping Report (OPTION, set of 250 comments)	5,355.72
Task 2: Strategy Report for Draft Alternatives and Impact Analysis (OPTION)	164,309.33
TOTAL	259,708.44

Assumptions

► Documents prepared under this SOW will be added to the Administrative Record, as appropriate. A Project Management Plan will not be prepared under this SOW.
► Amec Foster Wheeler will not be responsible for any public noticing.
► No more than 50% (2,000) of the initial 4,000 comments will require scanning of hard copies by Amec Foster Wheeler for Task 1 and at least 1,000 comments will already be in ePlanning (either entered directly by commenter or entered by BLM personnel). No more than 50% (125) of each set of 250 comments will require scanning for Task 1a.
► No more than 25 issue categories and 10 subcategories per issue category for Task 1, in addition to the three action categories specified in the RFQ. There will not be a separate set of categories for 'interest'; those will be captured under the issue categories.
► BLM will provide initial mailing list based on already completed mailings and meetings. BLM will complete any necessary mailings.
► Amec Foster Wheeler will not develop an independent catalog and tracking system for public participants and comments. We assume ePlanning will be used for this task.
► Task 1 includes two on-site meetings with BLM in Denver. One for kick-off meeting and one for reviewing Draft Scoping Report. Remainder of work for this Task will be done remotely. Additional in-person meetings are not included.
► Task 2 includes travel for two people to 8 workshops, each three days long, at 8 different locations. We assumed the 8 locations would be at the BLM state office in each state, as identified in Section 1 of the RFQ. BLM will identify and reserve meeting locations . BLM will identify and invite attendees for each workshop and will include 8-10 BLM employees. Additional workshops are not included in this cost estimate.
► Materials for use during Task 2 workshops will be provided by BLM (i.e., projector systems, white boards for brainstorming, maps and other materials to distribute), including printing of materials. Amec Foster Wheeler will develop draft agendas and sign-in sheets and provide the final agenda and sign-in sheet during each workshop.
► Weekly status reports maybe be completed via e-mail or a conference call. Monthly progress reports will also be provided.
► The Scoping Report is limited to 30 pages with only 1 printed copy of each version. The Strategy Report is limited to 100 pages with 3 printed copies provided of the final version only. Any figures or maps will be provided by BLM for inclusion in the reports.
► BLM staff will facilitate at least four Amec Foster Wheeler personnel obtaining access to ePlanning. This is necessary to complete all the comment entry and categorization within the required time period.
► The Administrative Record maintained by Amec Foster Wheeler for Task 1 pertains only to the comments received and the Scoping Report. BLM will maintain the rest of the administrative record for the public scoping process.

Amec Foster Wheeler Environment & Infrastructure, Inc.
Fixed Price Cost Estimate
Amec Foster Wheeler BPA No. F17PA00026
Amec Foster Wheeler BPA Base Yr POP: 8/1/17 - 7/31/18
Amec Foster Wheeler Tax ID # 91-1641772
Amec Foster Wheeler DUNS #: 038086125
Amec Foster Wheeler CAGE Code #: 1U1W9

RFQ No.: 40367703
RFQ Title: Range-Wide Scoping Report
POP: 11/27/2017 - 12/31/2017
SIN: 899-1

GSA Labor Category	BPA Rate	Task 1: Public Scoping Report — Task 1 Hours	Task 1: Public Scoping Report — Task 1 Cost	Task 1A: Public Scoping Report (OPTION, set of 250 comments) — Task 1A Hours	Task 1A: Public Scoping Report (OPTION, set of 250 comments) — Task 1A Cost	Task 2: Strategy Report for Draft Alternatives and Impact Analysis (OPTION) — Task 2 Hours	Task 2: Strategy Report for Draft Alternatives and Impact Analysis (OPTION) — Task 2 Cost	Total Hours	Total Cost
[redacted]									
Task Total			90,043.40		5,355.72		164,309.33		259,708.44

Travel Estimate
Amec Foster Wheeler BPA Base Yr POP: 8/1/17 - 7/31/18

Task	From/To		Airfare**	No of Trips	No of People	No of Days	No of Cars	R/T Mileage	Per-Diem M&IE	Per-Diem Lodging
Task 1: Public Scoping Report	AUS and LAS/DEN									
[redacted]										

Per Diem - Includes Meals and Lodging

**14 Day Adv. Non-Refundable

Based on Federal Travel Regulations
Maximum Per Diem Rate

[redacted]	$50.00	/Day
Local Mileage	$0.535	/Mile
Taxi/Shuttle	$20.00	/R/T

EMPSi Price Proposal (Evaluation Factor 2) for:

Range-wide Scoping Report

RFQ 40367703



Submitted to:
Michelle Elliott
Contracting Officer Lead
BLM National Operations Center
Denver Federal Center, Building 50
Denver, CO 80225-0047

Prepared by:
Environmental Management and Planning Solutions, Inc.
3775 Iris Ave, Suite 1A
Boulder, Colorado 80301

November 17, 2017

BLM Scoping and NEPA Experts!

Factor 2 - Pricing

Labor Costs		Base Contract Rate* 1 May 2017 - 30 Apr 2018			TASK 1		TASK 1A (option)		TASK 2 (option)	
Contract Labor Category	Corresponding GSA Labor Category	Contract Labor Rate	% Discount	Discounted Contract Labor Rate*	Estimated # of Hours	Total Cost Task 1	Estimated # of Hours	Total Cost Task 1A	Estimated # of Hours	Total Cost Task 2
Supervisor/Manager	Principal Scientist / Engineer L3	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
		Subtotal Labor Cost				[redacted]		[redacted]		[redacted]
[redacted]	[redacted]			[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
		Subtotal ODCs				[redacted]		[redacted]		[redacted]
		TOTAL COST				**$75,760.36**		**$4,119.50**		**$131,217.36**

Assumptions:

Task 1: Kick off meeting in Denver

Tasks 1A and 2 would be awarded and period of performance would end by April 30, 2018.

Task 2: 2 EMPSi staff will attend each workshop (eight 3-day workshops total).

All submittals will be electronic (e.g., PDF). Draft doucments will not be 508 compliant. Final doucments will be 508

One Strategy Report is prepared for each State Office within the rage of Greater Sage-Grouse.

This page contains trade secrets or confidential commercial and financial information which the offeror believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 03/30/2018

2. CONTRACT NO. *(If any)*: L15PA00170

3. ORDER NO.: 140L0618F0048

4. REQUISITION/REFERENCE NO.: 0040378204

5. ISSUING OFFICE *(Address correspondence to)*:
BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BUILDING 50
PO BOX 25047
DENVER CO 80225

6. SHIP TO:

a. NAME OF CONSIGNEE: BLM-OC NOC, DIVISION OF RESOURCE SE

b. STREET ADDRESS: BR OF ARCH & ENGINEERING
BLDG 50, DFC, PO BOX 25047

c. CITY: DENVER

d. STATE: CO

e. ZIP CODE: 80225-0047

7. TO: David Batts

a. NAME OF CONTRACTOR: ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,

b. COMPANY NAME:

c. STREET ADDRESS: 1630 30TH ST STE A

d. CITY: BOULDER

e. STATE: CO

f. Z P CODE: 80301-1045

f. SH P VIA:

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR:

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: 01

10. REQUISITION NG OFFICE: BLM-WO WASHINGTON OFFICE*

11. BUS NESS CLASS FICATION *(Check appropriate box(es))*

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUS NESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O B. POINT: Destination

13. PLACE OF

a. INSPECTION: Destination

b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O B. POINT ON OR BEFORE *(Date)*: 10/31/2018

16. DISCOUNT TERMS: PP30

7 CHEDULE *(See reverse f r Reje ti ns)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract # GS 10F 0412S Legacy Doc #: BLM CO Invoice Review Required Y Continued					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $29,937.03

21. MAIL INVOICE TO:

a. NAME: Invoice Processing Platform System

SEE BILLING INSTRUCTIONS ON REVERSE

b. STREET ADDRESS (or P.O. Box): US Department of Treasury
http://www.ipp.gov

17(i) GRAND TOTAL: $29,937.03

c. CITY:

d. STATE:

e. Z P CODE:

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*: Kirsten Quinones

TITLE: CONTRACTING/ORDER NG OFFICER

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/30/2018	L15PA00170	140L0618F0048

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 Period of Performance: 03/30/2018 to 10/31/2018					
00010	GRSG Project Oversight and Planning Record Maintenance TRAVEL IN SUPPORT OF PROJECT				29,101.03	
00020	Long Distance Travel and Other Direct Costs Quoted 836.00				836.00	
00030	Optional Line Item One Hard (Paper Copy) $361.40 per hard copy Amount: $361.40(Option Line Item) 90 Days After Award				0.00	
00040	Optional Line Item Long Distance Travel and Other Direct Costs $518.00 Amount: $518.00(Option Line Item) 90 Days After Award The total amount of award: $30,816.43. The obligation for this award is shown in box 17(i).				0.00	

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H)) $29,937.03

St George, Brian <bstgeorg@blm.gov>

F17-PA00028_140L0618F0007, BLM Award for the Range-Wide Scoping Report

1 message

Elliott, Michelle <melliott@blm.gov> Mon, Nov 27, 2017 at 3:37 PM
To: Kate Krebs <kate.krebs@empsi.com>, David Batts <david.batts@empsi.com>
Cc: Elizabeth Finley <emfinley@blm.gov>, "St George, Brian" <bstgeorg@blm.gov>, John Wilson <johnwilson@blm.gov>, Jerry Perry <jerry_perry@fws.gov>

Good Afternoon EMPSi,

The Bureau of Land Management is pleased to notify you of our award to your firm for the subject requirement.

Attached is the executed award and statement of work.

Please note the award schedule anticipated a kick off meeting for today - kindly please share with me your availability for Tues. and Wed. of this week and I will arrange a meeting time suitable to all.

Thank you very much for your support!

MICHELLE ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

2 attachments

BPA-C_F17PA00028_140L0618F0007 CO Signed.pdf
201K

RFQ 40367703 Range Wide Scoping Report SOW.pdf
211K

EMPS inc.
Bringing Clarity to the Complex™

Environmental Management and Planning Solutions, Inc.
1 Embarcadero Center, Suite 2830
San Francisco, CA 94111

Bureau of Land Management, National Operations Center
Denver Federal Center, Bldg 50, PO Box 25047
Denver, CO 80225
COR: John Wilson

Invoice No.: F-0265-Dec17
Date: December 31, 2017

Contract No.: F17PA00028
Order No.: 140L0618F0007
Submitted via IPP

Project Title: Greater Sage-Grouse Scoping Report
Billing Period: November 28 - December 31, 2017

	Contract Line Item #	Contract Amount	% Complete This Month	Current Invoice Amount	Percent of Completion	Cumulative Invoice Amount
Task 1: Scoping Report	00010	$75,760.38	95.00%	$71,972.36	95.00%	$71,972.36
Task 1a: Additional Scoping Comments	00020	$4,119.50	100.00%	$4,119.50	100.00%	$4,119.50
Total		$79,879.88	95.3%	$76,091.86	95%	$76,091.86

Summary of work performed:

See attached MSR.

Total Amount of Completion:	*$76,091.86*
Amount Previously Invoiced:	*$0.00*
TOTAL AMOUNT NOW DUE:	**$76,091.86**

For further information, please contact:
David Batts
(303) 447-7160

Remit to:
Environmental Management and Planning Solutions
182 Howard Street, Suite 110
San Francisco, CA 94105

MONTHLY STATUS REPORT

Greater Sage-Grouse Scoping Report

December 2017

Client:	BLM, National Operations Center	EMPSi Contacts:	David Batts; Kate Krebs
Location:	Denver, Colorado	Client Contacts:	Brian St. George; John Wilson
Contract:	F17PA00028	Contracting Officer:	Michelle Elliott
Order No:	140L0618F0007		

1. Progress during November – December 2017

- Received contract award (November 27)
- Attended post award conference (November 28)
- Submitted draft issue tree outline for review and comment (December 4)
- Received BLM comments on draft issue tree outline (December 4)
- Parsed and analyzed all comments (1,041 unique submissions and 4,691 substantive comments)
- Attended state leads conference call (December 14)
- Submitted draft issue statements for review and comment (December 14)
- Received BLM comments on draft issue statements (December 15)
- Developed and submitted draft scoping report (December 19)
- Received BLM comments on draft scoping report (December 22)
- Revised and submitted final scoping report (December 28)
- Submitted state-specific excerpted comments (December 29)

2. Activities planned for January 2018

- Upload scoping submissions to the project website
- Submit project record for scoping

3. Notes/Issues

- Received a no-cost period of performance extension through January 22, 2018, to complete the remaining tasks.

4. Submittals

Submittal	*Date Submitted*
Draft issue tree outline for review and comment	December 4, 2017
Draft issue statements for review and comment	December 14, 2017
Draft scoping report	December 19, 2017
Final scoping report	December 28, 2017
State-specific excerpted comments	December 29, 2017

5. Meetings

Meeting	*Date*
Post award conference	November 28, 2017
State leads conference call	December 14, 2017

Elliott, Michelle <melliott@blm.gov>

RE: [RFQ DUE 10JAN18, 12PM MST] F17PA00028_140L0618F0007, Range Wide Scoping Report

1 message

David Batts <david.batts@empsi.com> Wed, Jan 10, 2018 at 11:04 AM
To: "Elliott, Michelle" <melliott@blm.gov>, Kate Krebs <kate.krebs@empsi.com>
Cc: Elizabeth Finley <emfinley@blm.gov>, John Wilson <johnwilson@blm.gov>, David Batts <david.batts@empsi.com>

Hello Michelle,

Per your email, EMPSi understands that based on the scoping results and upper management decisions, the BLM may need flexibility on determining which and how many workshops and reports will be needed under Task 2 of the contract. Attached is a revised cost break down for a per meeting basis. Please note, that we lose some of the economy of scale under this approach. Originally out cost was based on a report primarily based on similarities between the subregions (e.g., many similar alternative components, similar planning criteria, and similar issues that would drive the impact analysis strategy, including which resources to include to exclude). Based on the scoping input, we understand that there is variability within each subregion which will likely produce unique alternatives, criteria, and issues for analysis. As such, we anticipate that each subregion will have a standalone strategy report focused specifically on their needs. This will require additional time. As always, we are available and happy to visit with you if additional clarification or negotiation is needed.

Thank you for your time and help!

David Batts
Please note our new street address:

EMPSi Environmental Management and Planning Solutions, Inc.
3005 Center Green Drive, Suite 205
Boulder, CO 80301
tel: 303-495-3479 main: 303-447-7160 fax: 866-625-0707 cell: 303-652-7047

www.EMPSi.com Twitter: EMPSInc Facebook: EMPSi

Bringing clarity to the complex ™

GSA Contract GS10F-0412S

Albuquerque Denver Portland Reno San Francisco Santa Fe Washington, DC

PLEASE NOTE: This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.

From: Elliott, Michelle [mailto:melliott@blm.gov]
Sent: Monday, January 8, 2018 6:22 PM
To: Kate Krebs <kate.krebs@empsi.com>
Cc: David Batts <david.batts@empsi.com>; Elizabeth Finley <emfinley@blm.gov>; John Wilson <johnwilson@blm.gov>
Subject: [RFQ DUE 10JAN18, 12PM MST] F17PA00028_140L0618F0007, Range Wide Scoping Report

Dear EMPSi,

The BLM seeks a revised pricing quote for Optional Task 2 of the subject contract:

I do apologize for the re-work and any inconvenience. Please note the aggressive timeline. As you know this is an ever changing political climate which inevitably affects our established contracts. Currently, pricing is reflected by labor category/rate and estimated # of hours, followed by travel. We do wish to see this breakdown; however, please provide a pricing breakdown per meeting rather than the lump sum breakdown. Please reflect the corresponding labor category/rate and estimated # of hours, travel (x 8 meetings). The BLM requires this flexibility as there may be a variance of what each state requires with regard to planning processes.

Please contact me with any questions.

I will be on travel the 10th for the remainder of the week and will be available intermittently via email. My telephone will be forwarded if you wish to reach me by phone during this time. Thank you in advance.

Sincerely,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

Mod002_Cost.pdf
71K

STATEMENT OF WORK

Technical Support Services for Litigation Preparation

This call is for the second task within the Blanket Purchase Agreement (BPA) #L15PA00170. The BLM is in the process of completing the final plans and Records of Decision (RODs) for 14 land use plan amendments and revisions. The decision records for this effort span 10 states and the BLM-Washington Office and Department of the Interior over the past four years. The RODs are anticipated to be controversial and litigation and FOIA requests are expected. The RODs will be completed in late summer 2015. The BLM expects litigation immediately upon completion of the RODs, and it is expected that Administrative Records (ARs) will be needed before the end of the calendar year. Under this call, the first AR necessary to respond to the initial litigation will be compiled, based on the planning records organized for the BLM GRSG planning records. The first AR will be completed by December 14, 2015.

1.0 BACKGROUND

The Bureau of Land Management, through their National Greater Sage-Grouse Planning Strategy, recently finalized 14 Environmental Impact Statements (EISs) and Proposed Plans across ten states in the Western United States. The purpose and need for completing the EISs was to respond to the USFWS's March 2010 "warranted, but precluded" ESA listing petition decision. Inadequacy of regulatory mechanisms was identified as a significant threat in the USFWS finding. Regulatory mechanisms were identified as conservation measures embedded in LUPs. Changes in management of GRSG habitats are necessary to avoid the continued decline of populations across the species' range. Of the 14 plans, eight are plan amendments, specifically for GRSG conservation (Oregon, Idaho/SW Montana, Utah, Nevada/NE California, NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six are full plan revisions, including GRSG conservation (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

Records of Decision (RODs) and Approved Plans will be signed by late summer 2015. It is anticipated that there will be two RODs, split between the Great Basin Region which includes four amendments (Oregon, Idaho/SW Montana, Utah, Nevada/NE California), and the Rocky Mountain Region which includes four EIS Amendments (NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six EIS Revisions (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

The Approved Plans and the RODs are anticipated to be extremely controversial. The BLM expects to receive legal challenges to the RODs from a variety of interest groups, governments, and individuals. To help respond to the legal challenges and FOIA requests, the BLM has Blanket Purchase Agreement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Records for litigation and FOIA responses. The first call

of the BPA is for completion of the decisions records. This call will build upon that, in developing the AR from the planning records.

2.0 TASKS

The contractor will begin to finalize the planning records for the 14 EISs and WO beginning in mid-September. Because of the short time frame, between completion of the decision records on November 30 and the expected due date of the AR in mid-December, the development of the AR will run concurrent with completion of the decision records.

3.0 OBJECTIVES

The objective of this SOW is to complete the AR for the anticipated first litigation, due in mid-December.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Working with the BLM and DOI SOL, identify the parameters necessary to develop the AR by September 30, 2015.
2. Develop the AR, pulling as necessary from the planning records for the 14 EISs and the WO decision record.
3. De-duplicate, index, and Bate Stamp all records
4. The first draft of the AR will be provided to the COR for review by the December 2, 2015.
5. The BLM will submit comments and edits to the contractor by December 9, 2015.
6. Incorporate comments and edits by the BLM and submit the final by COB December 14, 2015.

5.0 DELIVERY/SCHEDULE

In the base year, under this second call and by December 14, 2015, prepare and submit to the BLM the planning record, as described in #6 above.

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Billings Field Office (BiFO) of the Bureau of Land Management (BLM) has completed the Billings Field Office Approved Resource Management Plan (ARMP). This statement of work is to assist the BiFO with completion of the associated decision file and includes reviewing, editing, and organizing the planning records for the BiFO.

1.0 BACKGROUND

The BiFO was in the midst of completing a full resource management plan revision when the National Sage Grouse Planning Strategy was initiated. Rather than amend the existing, outdated resource management plan, The BiFO opted to complete the revision and include the national Sage Grouse measures as part of that plan.

The Billings RMP was approved as part of the Rocky Mountain Region Record of Decision in September of 2015. On February 25, 2016 the Billings ARMP was also included in the litigation initiated by Western Watershed Project, et al, challenging all of the planning documents related to the Sage Grouse Conservation effort. To help respond to the legal challenges and FOIA requests, the BiFO has a requirement for non-personal services for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 TASKS

This call is related to the first task in the BPA, for organization of the planning records for the BLM GRSG planning efforts, including preparation of the BLM-Washington Office Decision Record.

The BiFO planning records require all of the necessary tasks identified in the first call under this BPA, but they further require assistance with culling and electronic organization of the records prior to being ready for the tasks identified in the first call. The records currently exist as approximately 20 cubic feet of hard copies (loosely organized as one resource subject area per box). Those same records also exist as 9.5 GB of scanned documents on compact discs without any discernable file structure. It may be necessary to re-scan the documents in order to develop the complete planning record. Additional electronic data is part of the record, but is in a readily usable format. The records will need to be reviewed, de-duplicated, checked for completeness, organized, and included in the planning record.

After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. Time is of the essence to complete the planning record, as it will be the foundation for the AR and FOIA responses. The planning record must be complete by **August 1, 2016**.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide weekly progress reports and/or convene conference calls with Billings Field Office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). This will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record for the Billings Field Office, including:

   a. Review and enhance, as necessary, the existing format for the BLM planning record, which will be used as the base system for AR and FOIA requests.
   b. Working with BiFO staff, collect all records relevant to the planning effort, including translating electronic files to .pdf and scanning paper records to .pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be provided in one lot. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
   c. Provide an index to allow for search and retrieval of documents from the planning record.
   d. Working with the BiFO project lead, ensure that the planning record is complete, including/excluding documents (based upon a review of the Billings ARMP) and organizing in a consistent manner with other plans involved in the above reference litigation.
   e. The BLM will submit comments and edits to the contractor by July 15, 2016.
   f. Incorporate comments and edits by the BLM and submit the final planning record by COB August 1, 2016.

5.0 DELIVERY/SCHEDULE

The planning record shall be provided to the Billings Field Office no later than August 1, 2016.

6.0 PRICING

IAW attached quote from EMPSi dated 5/2/16.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00001	See Block 16C		

6. ISSUED BY CODE LNS

BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

7. ADMINISTERED BY *(If other than Item 6)* CODE LNS

BLM OC NOC SVC & SUPPLIES(OC663)
DENVER FEDERAL CENTER
BUILDING 50
POB 25047
DENVER CO 80225

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Changes IAW FAR 52-212-4(c)
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is to:

1. Extend the POP end date by approximately 3 weeks to 1/22/2018.
2. This is a no cost extension required as a result of government-related delays caused by the Comment Analysis and Response System (CARA) malfunction, preventing contractor performance of the requirements.

Invoice Review Required: Y
Delivery: 01/22/2018
Payment Terms:
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*
David Batts, Principal	Michelle Elliott

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	12/26/17	*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 01/22/2018				

Michelle Elliott Log Out

Entity Dashboard

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Environmental Management and Planning Solut

DUNS: 623557639 CAGE Code: 4CYX4
Status: Active

1630 30th St Ste A
Boulder, CO, 80301-1045 ,
UNITED STATES

Expiration Date: 04/05/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Environmental Management and Planning Solutions, Inc.
Doing Business As: EMPSI
Business Type: Business or Organization
Last Updated By: John King
Registration Status: Active
Activation Date: 04/05/2017
Expiration Date: 04/05/2018

Exclusion Summary

Active Exclusion Records? No

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **12/21/2017**

Document Type: (Check One)

Solicitation Contract ☐ x Other – Modification P00001
Document Number:

Originating Contract Specialist: M. Elliott

Review assigned to: E. Larson by EL Initials
The above acquisition document has been reviewed by the undersigned for compliance with applicable acquisition regulations, policies and procedures.

Reviewing Contract Specialist:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
	See Attached	

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
	No memo to file for the mod	

Branch Chief:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

- (b)5

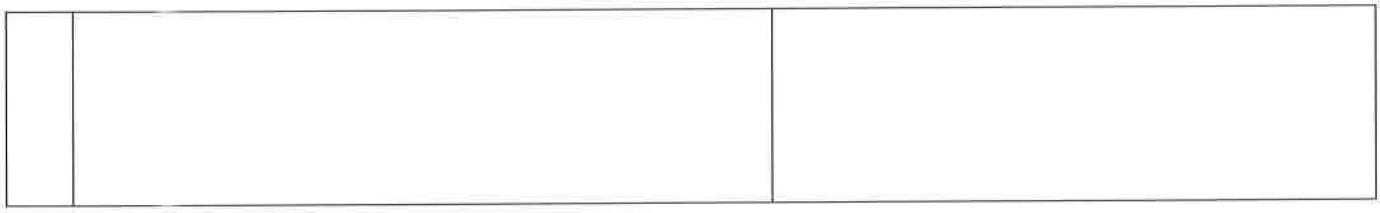
Acquisition and Assistance Legal Review Form (Rev. Oct. 2015)

Bureau/Office	Contracting Officer and/or Specialist	Telephone/Fax
BLM	Michelle Elliott	3032366402

Previous Attorney (if applicable):	
Contract and/or Mod. No(s):	
Agency Tracking No (if applicable):	
Value of Contract or Action(s):	**$0**

Contractor and/or Project Name or Description:	**140L0618F0007 BLM-Wide Scoping Report GSG**	**Date Submitted:**	12/21/2017

REVIEW TYPE – *CHECK ALL APPLICABLE*		ATTORNEY LEGAL REVIEW	
☐	**Solicitation/Source Selection Plan**	☑	Legally Sufficient
☐	**Source Selection Decision**	☐	Legally Sufficient *Subject to comments and/or risk analysis* (see Comments)
☐	**Contract** (award document)	☐	Legally Insufficient (*see* Comments)
☒	**Option/Mod:** ☒ In-Scope ☐ Out-of-Scope ☐ Unclear	**ATTORNEY**	Paul Ay
☐	**Funding Issue:** ☐ Proper Year ☐ Bona Fide Need ☐ Other	**DATE**	12/26/17
☐	**Other than Full-and-Open Competition:** ☐ FAR 6.3 ☐ FAR 8.4 ☐ Other	**ATTORNEY COMMENTS**	
	Performance-Related: ☐ Cure/Show Cause ☐ Other Correspondence ☐ Default Termin. ☐ Convenience Termin.	This PoP is a change due to a Gov't caused delay. You may want to include the reasoning why there is no increased cost to the contractor? I understand it is only a 33 day extension; but the question of why there are no increased costs, should be addressed.	
☐	**Contractor Claim or Agency-Level Protest**		
☐	**Ratification**		
☐	**Assistance Agreement:** ☐ Cooperative Agreement ☐ Grant **(Please include clear statement of authority)**		
☐	**Interagency Agreement, MOU, Etc:** ☐ Econ. Act ☐ Non-Econ. Act ☐ International ☐ MOA or MOU **(Please include funding docs, D&F, etc.)**		
☐	**Indian Affairs-Related:** ☐ P.L. 638 ☐ P.L. 297 ☐ Other		
☐	**Other (or further explanation of above):**		



MEMORANDUM- Justification for Period of Performance Modification

December 27, 2017

To: Files

From: Contracting Officer, BLM NOC Acquisitions (OC-663)

Subject: 140L0618F0007_BLM Wide Scoping Report_Period of Performance Extension

A. Background: The NOC awarded the subject order to EMPSi (F17PA00028) in the amount of $79,879.86 for Scoping services. The overall order value including Optional Tasks is $131,217.36. The order was awarded on 11/27/2017 with a performance period end date of 12/31/2017.

B. Modification Purpose: The purpose of this modification is to extend the performance period by approximately three weeks to 1/22/2018.

C. Reason for Delay: During the performance period of this contract, a technical glitch with the CARA comment system occurred, requiring repair by the BLM. The contractor was unable to complete certain aspects of the work while BLM fixed the glitch. No costs were incurred during that interim period because the contractor could focus on other tasks. Priorities were rearranged in order to simply rearranged priorities. Now that a repair has been affected to CARA, the contractor needs a bit more time to complete those aspects of work that were put on hold.

D. Associated Costs to the BLM: EMPSi does not seek additional expenses due to the change in performance dates. The modification is being executed bilaterally.

Submitted By:

Re: No cost extension Re: Draft Scoping Report for Greater Sage-Grouse RMPAs (F17PA00028)

1 message

Wilson, John <johnwilson@blm.gov> Wed, Dec 20, 2017 at 11:20 AM
To: "Ha haway, Ryan" <rhathaway@blm.gov>
Cc: "St George, Brian" <bstgeorg@blm.gov>, Michelle Elliott <melliott@blm.gov>

That works Ryan. Thanks for quick reply.

On Wed, Dec 20, 2017 at 11 03 AM, Hathaway, Ryan <rhathaway@blm.gov> wrote:

> The BLM's internal Comment Analysis and Response System malfunctioned when incorporating documents that were attached to comment letters submitted via email or through the ePlanning system. EMPSI needs additional time to finalize he comment summaries and fully synthesize information for the scoping report and issue summaries as a result of the delay. Especially because the deadline for a scoping report required EMPSI to table he finalization of organizing he comments and associated materials until after finalizing the ini ial scoping report.
>
> Does that language work?
>
> R
>
> Ryan Hathaway
> Planning and Environmental Analyst
> Bureau of Land Management
> (202) 912-7289 (w)
>
> On Wed, Dec 20, 2017 at 12:52 PM, Wilson, John <johnwilson@blm gov> wrote:
>
> > Hi Brian.
> >
> > I spoke with Michelle and she can put together a no cost extension today before she leaves for holidays but needs a justification blurb on why we need it. If I don't hear from you or Ryan within a few hours I can put together the justification but I was a little fuzzy on the details (CARA issues only?). Also because the POP from the award is only 34 days (11/27 to 12/31) and the extension is for more than 25% of the original POP there will have to be solicitor review.
> >
> > Cheers!
> >
> > On Wed, Dec 20, 2017 at 5:30 AM, St George, Brian <bstgeorg@blm.gov> wrote:
> >
> > > Good morning. Attached is he draft scoping report for review! I don't expect that all of you will be able to complete a review prior to Friday, but I don't want to miss anyone who has the opportunity.
> > >
> > > **Comments due Friday by COB**. Please copy me if you send comments directly to EMPSi.
> > >
> > > Thank you for your efforts and have a happy Christmas!
> > > ~ bsg
> > >
> > > Brian St George
> > > Bureau of Land Management
> > > m (970) 275-2215
> > > o (303) 239-3768
> > >
> > > ---------- Forwarded message ----------
> > > From: **Kate Krebs** <kate.krebs@empsi.com>
> > > Date: Tue, Dec 19, 2017 at 10:33 AM
> > > Subject: Draft Scoping Report for Greater Sage-Grouse RMPAs
> > > To: "St George, Brian" <bstgeorg@blm.gov>
> > > Cc: John Wilson <johnwilson@blm.gov>, "rhathaway@blm.gov" <rhathaway@blm.gov>, David Batts <david.batts@empsi.com>
> > >
> > > Brian:
> > > EMPSi is pleased to submit the Draft Scoping Report for Potential Modifications to Land Use Plans Regarding Greater Sage-Grouse Conservation. I am also attaching a comment form. We can discuss each of these items on the call this afternoon. We look forward to receiving BLM's comments on the draft report by COB Friday, December 22.
> > >
> > > As always, please let David or me know if you have any questions.
> > >
> > > Kate
> > >
> > > **Kate Krebs**
> > > EMPSi Environmental Management and Planning Solutions, Inc.
> > > Please note our new street address:
> > > 3005 Center Green Drive, Suite 205
> > > Boulder, CO 80301
> > > tel: 303-447-7160 fax: 866-625-0707
> > >
> > > www.EMPSi.com Twitter: EMPSInc Facebook: EMPSi
> > >
> > > ***Bringing clarity to the complex*** ™
> > >
> > > *GSA Contract GS10F-0412S*
> > >
> > > Albuquerque Denver Portland Reno San Francisco Santa Fe Washington, DC

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--
John M Wilson
Wildlife Biologist, OC-570
VMAP Project Coordinator
Division of Resource Services
BLM Na ional Opera ions Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047
(W) (303) 236-6330
(F) (303) 236-1974

“An experiment is a question which science poses to Nature and a measurement is the recording of Nature's answer.”
— Max Planck, Scien ific Autobiography and Other Papers

--
John M Wilson
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“An experiment is a question which science poses to Nature and a measurement is the recording of Nature's answer.”
— Max Planck, Scientific Autobiography and O her Papers

Re: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001

1 message

Brian St George <bstgeorg@blm.gov> Tue, Dec 26, 2017 at 2:40 PM
To: "Wilson, John" <johnwilson@blm gov>
Cc: "Elliott, Michelle" <melliott@blm.gov>, Ryan Hathaway <rhathaway@blm gov>

Hi folks. Yes, the rationale we provided explains a technical glitch with the CARA comment system that needed to be repaired by BLM. The contractor was unable to complete certain aspects of the work while BLM fixed the glitch. No costs were incurred during hat interim period because the contractor could focus on other tasks. We simply rearranged priorities. Now that a repair has been affected to CARA, the contractor needs a bit more time to complete hose aspects of work that were put on hold.

Brian St George
Bureau of Land Management
970-275-2215 (mobile)
303-239-3768

Sent from my iPad. Please excuse typos!

On Dec 26, 2017, at 2:10 PM, Wilson, John <johnwilson@blm.gov> wrote:

> Hi Michelle.
>
> Bryan will have to answer this. The rationale regarding needing additional time is all I know.
>
> Hope you had a jolly xmas!
>
> On Tue, Dec 26, 2017 at 1:30 PM, Elliott, Michelle <melliott@blm gov> wrote:
> Hi Sirs,
>
> Can anyone tell me how we arrived at no cost on this mod for the time ext.? Solicitor inquiring.
>
> Was the ktr standing by while CARA down?
>
> Best,
>
> **MICHELLE E. ELLIOTT** | CONTRACTING OFFICER LEAD
>
> NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)
>
> ---------- Forwarded message ----------
> From: **Sax, Paul** <paul.sax@sol doi.gov>
> Date: Tue, Dec 26, 2017 at 1:09 PM
> Subject: Fwd: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001
> To: "Elliott, Michelle" <melliott@blm.gov>, Lori Dvorak <lori dvorak@sol doi.gov>
>
> Michelle,
>
> Please see legal review attached.
>
> Respectfully,
>
> */s/ Paul Sax*
> Paul Sax
> Attorney Advisor
> U.S. Department of the Interior
> Office of the Solicitor- Rocky Mountain Region
> 755 Parfet St., Ste. 151
> Lakewood, Colorado 80215
> Telephone: 303-445-0632
> Fax: 303-231-5363
> paul.sax@sol.doi.gov
>
> ---------- Forwarded message ----------
> From: **Denver, SOL-** <sol-denverprocurement@sol.doi.gov>
> Date: Tue, Dec 26, 2017 at 1:05 PM
> Subject: Fwd: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001
> To: Paul Sax <paul.sax@sol.doi.gov>
>
> SOL-RMR, Denver Procurement Attorneys
> Main office number: **303-445-0600**, FAX: 303-231-5363 **<----------NOTE NEW OFFICE NUMBERS**
> 755 Parfet Street, Suite 151, Lakewood, CO 80215
> Lisa Buechler x0602
> Colleen Burnidge x0603
> Ryan "RJ" Chance x0605
> Alex Fichtel x0611
> Paul Sax x0632
> Amy Siadak x0633

---------- Forwarded message ----------
From: **Elliott, Michelle** <melliott@blm.gov>
Date: Thu, Dec 21, 2017 at 3:49 PM
Subject: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001
To: SOL- Denver <sol-denverprocurement@sol.doi.gov>

Good Afternoon Solicitor's Office,

Attached please find for your review documents supporting modification to the subject contract.

This is a no-cost POP extension which will need to take place prior to 12/31/17.

Thank you in advance and please let me know if you have any questions.

Sincerely,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

--
John M Wilson
Wildlife Biologist, OC-570
VMAP Project Coordinator
Division of Resource Services
BLM Na ional Operations Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047
(W) (303) 236-6330
(F) (303) 236-1974

“An experiment is a question which science poses to Nature and a measurement is the recording of Nature's answer.”
— Max Planck, Scien ific Autobiography and Other Papers

RE: BLM-Wide Scoping Call, Mod P1

1 message

Kate Krebs <kate.krebs@empsi.com> Tue, Dec 26, 2017 at 2:39 PM
To: "Elliott, Michelle" <melliott@blm.gov>, David Batts <david.batts@empsi.com>

Hi Michelle:

I received the modification; David is out this week but checking emails in the evening so I suspect that he will be able to digitally sign this.

We determined that this was a no-cost extension because we had anticipated the work (preparing comment submissions for posting online and preparing files for inclusion in the BLM decision record) in our price proposal. The extension is needed because work on the BLM side and our side is happening up to December 31 and we need additional time to tie the loose ends. Some of this is dependent on the BLM being able to implement a program to transfer email files to EMPSi for the record. Overall, the bulk of the work for Task 1 and 1a will be complete on Thursday. Let me know if that is sufficient or if more justification is needed.

Kate

Kate Krebs
EMPSi Environmental Management and Planning Solutions, Inc.
Please note our new street address:
3005 Center Green Drive, Suite 205
Boulder, CO 80301
tel: 303-447-7160 fax: 866-625-0707

www.EMPSi.com Twitter: EMPSInc Facebook: EMPSi

Bringing clarity to the complex ™

GSA Contract GS10F-0412S

Albuquerque Denver Portland Reno San Francisco Santa Fe Washington, DC

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From: Elliott, Michelle [mailto:melliott@blm.gov]
Sent: Tuesday, December 26, 2017 2:33 PM
To: David Batts <david.batts@empsi.com>; Kate Krebs <kate.krebs@empsi.com>
Subject: BLM-Wide Scoping Call, Mod P1

Hi David,

Attached for your review/signature.

Can you also share with me how your firm arrived at no costs for this time extension?

Thank you much,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

Michelle Elliott Log Out

Entity Dashboard

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Environmental Management and Planning Solut

DUNS: 623557639 CAGE Code: 4CYX4
Status: Active

1630 30th St Ste A
Boulder, CO, 80301-1045 ,
UNITED STATES

Expiration Date: 04/05/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Environmental Management and Planning Solutions, Inc.
Doing Business As: EMPSI
Business Type: Business or Organization
Last Updated By: John King
Registration Status: Active
Activation Date: 04/05/2017
Expiration Date: 04/05/2018

Exclusion Summary

Active Exclusion Records? No

GSA

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Data Access
Check Status
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USA.gov

IBM v1.P.7 20171102-1229
WWW5

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C	0040374627	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
BLM OC-NOC SVC & SUPPLY SEC(OC663) DENVER FEDERAL CENTER BLDG. 50 POB 25047 DENVER CO 80225	LNS	BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225	LNS

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)* Net Increase: $198,741.68

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	IAW FAR 52.212-4 (c) - Changes
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is as follows:

1. Incorporate revised vendor quote for Optional Task 2 dated 10 January 2018.
2. Elect and fund of Optional Task 2 in the amount of $198,741.68. Excess funding remaining at contract completion will be deobligated back to the BLM.
3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract.
4. Revise the POP end to June 4, 2018.

Invoice Review Required: Y
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*	
		Michelle Elliott	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/04/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US FOB: Destination Period of Performance: 11/27/2017 to 06/04/2018				

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Optional)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops to be coordinated by the contractor.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues, proposed data used, impact indicators, and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:
1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Draft 24 October 2017

Summary of recent science on greater sage-grouse to inform BLM planning and decisions

Statement of Work

Principal Investigators: Zack Bowen, USGS Fort Collins Science Center; Steve Hanser USGS, Reston, VA
Partner and Affiliation: Gordon Toevs, Bureau of Land Management, Washington, D.C.
Total funding requested: $90,000

Objectives: Compile and summarize the scientific literature published since records of decision were completed for 2015 BLM/USDA plan amendments for greater sage-grouse, develop concise summaries of these studies and their management relevance, and convene an interagency team to synthesize this information and report on potential management implications for the BLM and other DOI, USDA, and State partners.

Approach: The work will occur in two phases, and will be conducted in close collaboration with DOI, USDA, and State partners to ensure that project deliverables meet the specific needs of managers and policy makers. The imminent due dates for products from this effort require that the two phases of work be initiated concurrently.

Phase 1 – Development of an annotated bibliography of published literature summarizing scientific research on greater sage-grouse since records of decision were completed for 2015 BLM/USDA plan amendments. Components of Phase 1 will include:

1. Develop a structured search of the scientific literature, including relevant research reports and articles that are peer-reviewed but may not be indexed by major citation indexing services (e.g., Web of Science). The literature search will focus on research that specifically references greater sage-grouse and is published between 1 September 2015 and 15 November 2017. This work will be conducted by a team of five to seven experienced researchers from the USGS.
2. Create a standardized template for summarizing citations and use this template to write concise summaries of each of the compiled reports and articles. Summaries will be approximately 250 words in length. Each summary will address the following preliminary questions (to be finalized during consultation with BLM partners):
    - What were the objectives of the study?
    - What was done and where?
    - What were the key findings?
    - What were the management implications identified in the paper?
3. Code individual studies or reports based on their potential relevance to the priorities identified in the greater sage-grouse plan consistency review. Preliminary topics (to be finalized with BLM partners) include:
    - ~~boundaries and criteria for establishing priority habitat areas~~criteria for mapping sage-grouse habitat management areas
    - ~~triggers for adaptive management and processes for implementation~~effect of the density and amount of anthropogenic activity on sage-grouse survival rates
    - ~~designation of focal areas and potential for waivers, exceptions, and modifications to focal areas~~criteria to minimize indirect effects of anthropogenic activities, including lek buffers
    - impacts of diffuse uses on sage-grouse habitat, e.g., herbivory, dispersed recreation~~boundaries and criteria for focal areas~~

Commented [1]: (b) (5) DPP

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- ~~greater sage-grouse habitat objectives~~criteria to evaluate sage-grouse habitat suitability; and
- ~~standards for mitigation~~treatment effectiveness~~.~~
- rangeland fire and fuel breaks
- invasive annual grasses

4. Edit summaries and compile into a single annotated bibliography which will be published as a stand-alone report including an introduction, methods, results, and conclusions.

Phase 2 – Interagency team review of scientific literature for potential management implications. Components of Phase 2 will include:

1. Identify and recruit subject matter experts for participation on the interagency review team. In collaboration with BLM and others, we will collectively identify and assemble a team of 10-15 scientists and managers that will be responsible for reviewing the results from the annotated bibliography and identifying potential management implications for the BLM and other DOI, USDA, and State partners.
2. Assess the recent science for potential relevance to greater sage-grouse management by the BLM and other DOI, USDA, and State partners. The interagency team will focus on synthesizing the science and summarizing the management implications.
3. Compile and organize management implications from the interagency team science review into a stand-alone document. Structure and format of the final document will be determined in collaboration with BLM and the members of the interagency team. The goal of this report is to identify to what extent recent scientific research on greater sage-grouse may have significant implications for greater sage-grouse management, and what those implications may be.

Deliverables: Close collaboration with BLM and other partners will ensure that USGS delivers useful products in a timely manner and accessible format for informing BLM planning and management decisions. We anticipate three products:

1. An annotated bibliography of greater sage-grouse research published since 1 September 2015. A provisional draft of this report will be prepared by the USGS literature review team and provided to the interagency review team as soon as the report is completed. Peer review and preparation for final publication as a USGS series report will proceed concurrently with the work of the interagency team.
2. An interagency assessment of the potential management implications of this recently published greater sage-grouse science. A provisional draft of this report will be authored by members of the interagency team with additional technical and editorial support from USGS. The final publication will be a USGS series report. Please note that success of this ambitious effort will depend on the participation and collaborative and efficient work of multiple people across multiple agencies.
3. An oral presentation (and accompanying slides) presenting synthesized project results. This presentation (or a derivative of it) may be useful to BLM and others for sharing information about the process and findings of this effort.

4. **Project timeline:**

Timeframe (*Relative to the date the agreement and funding are in place*)	Activity/deliverable
15 December 2017	Draft annotated bibliography completed
5 January 2018	Draft final interagency report completed; peer review for annotated bibliography completed
19 January 2018	Peer review of draft final interagency report/manuscript completed; Submission of final annotated bibliography report for publication
26 January 2018	Submission of final interagency report for publication

Project Budget:

Budget item	*Amount*	*Description*
Federal salary and benefits	36,000	Coordinate and conduct literature review, facilitate interagency team work, prepare reports for publication, present results
Travel	15,000	Travel costs for in-person meetings of the interagency team and for work and briefings with partners and stakeholders
Publication costs	15,000	Editing and publishing costs associated with final reports
Supplies	770	
Total direct costs	66,770	
Indirect costs	23,230	
Total requested from BLM:	**$90,000**	

USGS in kind contribution	*Amount*	*Description*
Federal salary and benefits	90,000	Coordination, writing editing, communication with BLM and USGS management, USGS review of draft and final products, additional publishing costs
Total USGS in-kind contribution	**$90,000**	

Draft 24 October 2017

Summary of recent science on greater sage-grouse to inform BLM planning and decisions

Statement of Work

Principal Investigators: Zack Bowen, USGS Fort Collins Science Center; Steve Hanser USGS, Reston, VA
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    - What was done and where?
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    - ~~triggers for adaptive management and processes for implementation~~effect of the density and amount of anthropogenic activity on sage-grouse survival rates
    - ~~designation of focal areas and potential for waivers, exceptions, and modifications to focal areas~~criteria to minimize indirect effects of anthropogenic activities, including lek buffers

Commented [TGR1]: (b) (5) DPP

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- impacts of diffuse uses on sage-grouse habitat, e.g., herbivory, dispersed recreation~~boundaries and criteria for focal areas~~
- ~~greater sage-grouse habitat objectives~~criteria to evaluate sage-grouse habitat suitability; and
- ~~standards for mitigation~~treatment effectiveness~~.~~
- rangeland fire and fuel breaks
- invasive annual grasses

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Phase 2 – Interagency team review of scientific literature for potential management implications. Components of Phase 2 will include:

1. Identify and recruit subject matter experts for participation on the interagency review team. In collaboration with BLM and others, we will collectively identify and assemble a team of 10-15 scientists and managers that will be responsible for reviewing the results from the annotated bibliography and identifying potential management implications for the BLM and other DOI, USDA, and State partners.
2. Assess the recent science for potential relevance to greater sage-grouse management by the BLM and other DOI, USDA, and State partners. The interagency team will focus on synthesizing the science and summarizing the management implications.
3. Compile and organize management implications from the interagency team science review into a stand-alone document. Structure and format of the final document will be determined in collaboration with BLM and the members of the interagency team. The goal of this report is to identify to what extent recent scientific research on greater sage-grouse may have significant implications for greater sage-grouse management, and what those implications may be.

Deliverables: Close collaboration with BLM and other partners will ensure that USGS delivers useful products in a timely manner and accessible format for informing BLM planning and management decisions. We anticipate three products:

1. An annotated bibliography of greater sage-grouse research published since 1 September 2015. A provisional draft of this report will be prepared by the USGS literature review team and provided to the interagency review team as soon as the report is completed. Peer review and preparation for final publication as a USGS series report will proceed concurrently with the work of the interagency team.
2. An interagency assessment of the potential management implications of this recently published greater sage-grouse science. A provisional draft of this report will be authored by members of the interagency team with additional technical and editorial support from USGS. The final publication will be a USGS series report. Please note that success of this ambitious effort will depend on the participation and collaborative and efficient work of multiple people across multiple agencies.
3. An oral presentation (and accompanying slides) presenting synthesized project results. This presentation (or a derivative of it) may be useful to BLM and others for sharing information about the process and findings of this effort.

4. **Project timeline:**

Timeframe (*Relative to the date the agreement and funding are in place*)	Activity/deliverable
15 December 2017	Draft annotated bibliography completed
5 January 2018	Draft final interagency report completed; peer review for annotated bibliography completed
19 January 2018	Peer review of draft final interagency report/manuscript completed; Submission of final annotated bibliography report for publication
26 January 2018	Submission of final interagency report for publication

Project Budget:

Budget item	*Amount*	*Description*
Federal salary and benefits	36,000	Coordinate and conduct literature review, facilitate interagency team work, prepare reports for publication, present results
Travel	15,000	Travel costs for in-person meetings of the interagency team and for work and briefings with partners and stakeholders
Publication costs	15,000	Editing and publishing costs associated with final reports
Supplies	770	
Total direct costs	66,770	
Indirect costs	23,230	
Total requested from BLM:	**$90,000**	

USGS in kind contribution	*Amount*	*Description*
Federal salary and benefits	90,000	Coordination, writing editing, communication with BLM and USGS management, USGS review of draft and final products, additional publishing costs
Total USGS in-kind contribution	**$90,000**	

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. PROJECT TITLE				
Range-wide Project Record Development				
2. PROJECT MANAGER	Period of Performance			
Brian St George	FROM		TO	
	3/1/2018		9/31/2018	
DESCRIPTION OF COST ELEMENTS				
1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATED PER HOUR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Project Manager	80	170	13600	13600
Resource Specialist	200	80	16000	16000
Clerical support	200	65	13000	13000
Editor	10	65	650	650
	TOTAL DIRECT LABOR			$43,250.00
2. OVERHEAD*	RATE (%)	TOTAL LABOR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
	15	$43,250.00	6487.50	$49,737.50
3. MATERIALS/SERVICES (Excluding Information Technology (IT)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Supplies and printing			2000	$51,737.50
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Data base software			2000	$53,737.50
			TOTAL IT SUPPORT	
5. TRAVEL**			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Travel & Training			10,000	63,737.50
6. SUBCONTRACTOR (S) CONSULTANT (S)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
None				
			TOTAL SUBCONTRACTOR (S) CONSULTANT(S)	$0.00
7. OTHER DIRECT COSTS			ESTIMATED COST (S)	TOTAL ESTIMATED COST ($)
None				$0.00
8. TOTAL ESTIMATED COST				63,737.50
TYPED NAME AND TITLE: Brian St George, National Sage Grouse Planning Lead			SIGNATURE: (electronic) Brian St George	
OFFICE/DIVISION/BRANCH: Nevada State Office			DATE: 2/2/18	

* Overhead is estimated on previous contracting endeavors and an average of BLM program overhead costs.
** Travel costs assume 5 staff members making 2 trips at ~$1000 per trip

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. PROJECT TITLE				
Range-wide Scoping Report				
2. PROJECT MANAGER	Period of Performance			
Brian St George	FROM		TO	
	11/27/2017		12/31/2017	
DESCRIPTION OF COST ELEMENTS				
1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATED PER HOUR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Project Manager	600	65	39000	39000
Assistant Manager	500	60	30000	69000
Resource Specialist	500	50	25000	94000
Clerical support	200	40	8000	102000
Editor	100	60	6000	108000
			TOTAL DIRECT LABOR	$108,000.00
2. OVERHEAD*	RATE (%)	TOTAL LABOR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
	15	$108,000.00	16200	$124,200.00
3. MATERIALS/SERVICES (Excluding Information Technology (IT)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Supplies and printing			2000	$126,200.00
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Data base software			5000	$131,200.00
			TOTAL IT SUPPORT	
5. TRAVEL**			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Travel & Training			20,000	151,200
6. SUBCONTRACTOR (S) CONSULTANT (S)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
None				
			TOTAL SUBCONTRACTOR (S) CONSULTANT(S)	$0.00
7. OTHER DIRECT COSTS			ESTIMATED COST (S)	TOTAL ESTIMATED COST ($)
None				$0.00
8. TOTAL ESTIMATED COST				151,200
TYPED NAME AND TITLE: Brian St George, National Sage Grouse Planning Lead			SIGNATURE: (electronic) Brian St George	
OFFICE/DIVISION/BRANCH: Idaho State Office			DATE: 11/7/17	

* Overhead is estimated on previous contracting endeavors and an average of BLM program overhead costs.
** Travel costs assume 5 staff members making four trips at ~$1000 per trip

STATEMENT OF WORK Technical Support

Services for Litigation Preparation

This single award Blanket Purchase Agreement (BPA) is for one base year and four option years, for 1) organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage-Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record, 2) preparation of the Administrative Records (AR) as necessary for the GRSG planning effort litigation, and 3) preparation of responses to Freedom of Information Act (FOIA) requests.

The BLM is in the process of completing the Approved Plans and Records of Decision (RODs) for 14 land use plan amendments and revisions. The planning records for this effort span 10 states and the BLM-Washington Office and Department of the Interior over the past four years. The RODs are anticipated to be controversial and litigation and FOIA requests are expected. The RODs will be completed in late summer 2015.

1.0 BACKGROUND

The Bureau of Land Management, through their National Greater Sage-Grouse Planning Strategy, recently finalized 14 Environmental Impact Statements (EISs) and Proposed Plans across ten states in the Western United States. The purpose and need for completing the EISs was to respond to the USFWS's March 2010 "warranted, but precluded" ESA listing petition decision. Inadequacy of regulatory mechanisms was identified as a significant threat in the USFWS finding. Regulatory mechanisms were identified as conservation measures embedded in LUPs. Changes in management of GRSG habitats are necessary to avoid the continued decline of populations across the species' range. Of the 14 plans, eight are plan amendments, specifically for GRSG conservation (Oregon, Idaho/SW Montana, Utah, Nevada/NE California, NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six are full plan revisions, including GRSG conservation (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

Records of Decision (RODs) and Approved Plans will be signed by late summer 2015. It is anticipated that there will be two RODs, split between the Great Basin Region which includes four amendments (Oregon, Idaho/SW Montana, Utah, Nevada/NE California), and the Rocky Mountain Region which includes four EIS Amendments (NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six EIS Revisions (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

The Approved Plans and the RODs are anticipated to be extremely controversial. The BLM expects to receive legal challenges to the RODs from a variety of interest groups, governments, and individuals. Additionally, the BLM anticipates receiving numerous FOIA requests related to the GRSG planning effort. To help respond to the legal challenges and FOIA requests, the BLM

has a requirement for non-personal services for technical expertise for the purposes of preparing the planning record and subsequent Administrative Records for litigation and FOIA responses.

2.0 TASKS

This Statement of Work SOW) calls for 1) organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage- Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record, 2) preparation of the Administrative Records (AR) as necessary for the GRSG planning effort litigation, and 3) preparation of responses to Freedom of Information Act (FOIA) requests.

The majority of the planning records relevant to each of 14 EISs have already been gathered and are in electronic format; additional documents are in the process of being gathered. The 14 planning records have been provided a consistent organizational framework, but it will be necessary to insure that they are complete, organized, and that the format and framework correlate across planning boundaries. Additionally, the planning record needs to be developed and organized for the BLM-Washington Office and Department of the Interior, including the Assistant Secretary of Lands and Minerals and Office of the Solicitor. At this time, we anticipate that the majority of records will be electronic, including numerous emails and documents, and there will be up to thirty (30) gigabytes of electronic records, in the Washington Office alone, which will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop Administrative Records for litigation as needed, as well as respond to FOIA request.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record and subsequent ARs and FOIAs. Time is of the essence to complete the planning record, as it will be foundation for the ARs and FOIA responses. ARs may be needed in response to litigation that may continue through several years. FOIA requests are expected immediately and are expected to continue through several years.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager who will provide weekly progress reports and/or convene conference calls with attorneys from the Department of the Interior Solicitor's Office (DOI SOL) and/or BLM staff to resolve questions or obtain clarification of issues as soon as reasonably practicable.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

a. Review and enhance as necessary the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
b. Provide an appropriate index to allow for search and retrieval of documents from the planning record.
c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the Washington Office, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until September 30. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.
f. Make all pdf documents OCR searchable if they are not already in that format.
g. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

3. Working with the BLM and DOI SOL, prepare Administrative Records as necessary based on the planning record, including:

a. Load documents into Relativity or a similar litigation database approved by the BLM, DOI SOL and Department of Justice (DOJ) and provide secure hosting service for representatives from BLM, DOI SOL, and DOJ to review the documents and carry out other activities as described below.
b. Bates stamp each page of electronic documents, if dynamic indexing is used. "Dynamic indexing" means the index and all documents will repaginate if a document is removed from the file and Bates numbers will update automatically.
c. Prepare a draft electronic AR index in an Excel spreadsheet of all documents in chronological order with a hotlink to each pdf file.
d. Prepare a document summary for each document identified in the draft electronic AR index that identifies, if any, the date, the author, the recipient, the type, and subject matter of the document.
e. With appropriate input from BLM and DOI SOL, conduct a relevance review of all documents identified on the electronic AR index and, subject to final review and approval by DOI SOL and BLM, remove those that are not relevant and modify the draft electronic AR index accordingly.
f. With appropriate input from BLM and DOI SOL, conduct a review of all relevant documents and determine which should be included in the AR in accordance with

applicable law, regulation, and policy including, but not limited to, local rules for the relevant court and, subject to final review and approval by DOI SOL and BLM, remove those documents that should not be included in the AR and modify the draft electronic AR index accordingly.

g. With appropriate input from BLM and DOI SOL, conduct a privilege review of all documents identified on the draft electronic AR index prepared following the completion of Task #11 and, subject to final review and approval by DOI SOL and BLM, remove those that are privileged.

h. Prepare a privilege log in chronological order which includes, among other things, an electronic index with a hotlink to a pdf file of each privileged document that has been removed from the draft electronic AR index.

i. Transmit copies of the final AR and privilege log in electronic format to the BLM. As previously set forth, all documents in the AR and privilege log will be OCR searchable and each index entry will contain a hotlink to the subject document.

j. Transmit additional copies of the final AR and privilege log in electronic format to the BLM as needed to meet other filing requirements.

4. Working with the BLM and DOI SOL, prepare FOIA responses as necessary based on the planning record, including:

a. With appropriate input from BLM and DOI SOL, conduct a review of all responsive documents and determine which should be released to the requester in accordance with applicable law, regulation, and policy, and, subject to final review and approval by DOI SOL and BLM which should be withheld in part or in entirety.

b. With appropriate input from BLM and DOI SOL, review all documents identified on the draft electronic FOIA response index and identify those that are exempt from release under FOIA and applicable regulation.

c. With appropriate input from the BLM and DOI SOL, develop the Vaughn Index which will identify documents being withheld, redacted in whole or in part.

d. Load documents into the appropriate database and provide secure hosting service for representatives from BLM and DOI SOL to review the documents and carry out other activities as described below.

e. Provide dynamic indexing to the database.

f. Prepare a draft electronic FOIA response index in an Excel spreadsheet of all documents in chronological order with a hotlink to each pdf file.

g. Prepare a document summary for each document identified in the draft electronic FOIA response index that identifies, if any, the date, the author, the recipient, the type, and subject matter of the document.

h. Transmit copies of the final FOIA response in electronic format to the BLM as needed to meet requirements.

5.0 DELIVERY/SCHEDULE

This single award Blanket Purchase Agreement (BPA) is for one base year and four option years. It is anticipated that the planning record will be completed in the base year; and that the services of the contractor will be required in subsequent option years for preparation of the ARs and FOIA responses as described above. It is unknown at this time the extent of ARs and FOIA requests which will be received, but the BLM estimates approximately five ARs and FOIA requests within the first year, with approximately five ARs and FOIA requests over the following four years. The exact extent and how long it would take to complete ARs and FOIAS is unknown. Therefore, the period of performance will run for four optional years after completion of the planning record and may be further extended in sixty (60) day increments to address and resolve any contingencies that may arise.

1. In the base year, within the first 90 days of issuance of the BPA, prepare and submit to the BLM the planning record, as described in #2 above. This anticipated work will be obligated through the first call order against the resulting BPA.
2. When notified by the BLM of the need for an AR, provide the BLM a) draft AR in electronic format with an index as described above in #3; and b) a draft privilege log in electronic format with an index as described above in #3, within the time frame negotiated by the BLM (usually 28 days).
3. When notified by the BLM of the need for a FOIA response, provide the BLM with a draft FOIA response in electronic format with an index as described in #4 above, within the time frame negotiated by the BLM (usually 28 days).
4. Within the time frame negotiated by the BLM, provide electronic copies of final AR and final privilege log OR final FOIA response to the BLM that incorporates edits, revisions, comments to the draft as appropriate.

SECTION 6: BPA TERMS AND CONDITIONS

6.1 SIN 899-01 Environmental Consulting Services. The following contract services can be ordered under this BPA:

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that

include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Call orders placed against this BPA may be either time and materials (T&M) or Firm Fixed Price (FFP).

6.2 DELIVERY

Delivery Schedule will be in accordance with the Statement of Work.

6.3 BPA VOLUME

The Government estimates but does not guarantee that the value of the orders to be placed under the BPA(s) is estimated to be $3,000,000(three million) over the course one (1) base year and four (4) subsequent option years. The BPA awardee is not guaranteed a call order award. The Government reserves the right to increase the estimated value by 20%.

6.4 OBLIGATION

This BPA does not obligate any funds, funding will occur at the call order level.

6.5 PURCHASE LIMITATION

There are no minimum or maximum ordering requirements.

6.6 ORDERING METHOD

The following are authorized to place calls against this BPA:

All centers and regions within the Bureau of Land Management

Prior to placing an order against this BPA, the respective Contracting activities must obtain written ordering authority from the Administering Contracting Officer. This will come in the form of a letter authorizing the respective Contracting Activity the authority to utilize the BPA.

6.7 ADMINISTRATION

Individual orders will be administered by the Ordering Contracting Office. The BLM Contracting Officer will be responsible for administering this BPA and any overall concerns or problems under this BPA.

6.8 PERIOD OF PERFORMANCE

The period of performance for this BPA is one (1) base year and four (4) consecutive option years, beginning at date of award.

This BPA expires at the end of the current Offeror's GSA Schedule contract period or each subsequent contract period for which GSA extends the GSA Schedule contract by modification, in which case this BPA will be comparably extended by modification not to exceed a total period of performance of sixty-six (66) months.

6.9 Contractor Personnel Security and Suitability Requirements

Performance of this contract requires contractor personnel to have a Federal government-issued Personal Identity Verification (PIV) credential before being allowed unsupervised access to a DOI/BLM facility and/or information system. The contracting Officer’s Representative (COR) or Contracting Officer’s Technical Representative (COTR) will be the requesting official, and will make arrangements through a DOI Access Card Sponsor for personal identity verification and DOI Access Card issuance.

At least two weeks before start of contract performance, the Contractor must identify all contractor and subcontractor personnel who will require physical and/or logical access for performance of work under this contract. Physical Access means routine, unescorted or unmonitored access to non-public areas of a Federally-controlled facility. Logical access means routine, unsupervised access to a Level 3 or 4 Federally controlled information system. The Contractor must make their personnel available at the place and time specified by the COR/COTR or DOI Access Card Sponsor in order to initiate screening and background investigations. The following forms and inquiries, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF306

- National Criminal History Check (NCHC) (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the contractor)
- Release to Obtain Credit Information
- PIV card application (web-based)

Before starting work under this contract, a National Criminal History Check (NCHC) will be initiated to verify the identity of the individual applying for clearance and to determine the individual's suitability for the position. If the NCHC adjudication is favorable, a DOI Access Card will be issued for that individual. If the adjudication is unfavorable, the credentials will not be issued and the contractor must make other arrangements for performance of the work. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI/BLM shall have the right of final determination.

Contractor employees must give, and authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor must ensure they are available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. In that case, the contractor must provide the COR/COTR with documentation that supports the individual's credentialed status.

Contractor employees who have been successfully adjudicated will be issued DOI Access Cards, which must be activated at a USAcess Credentialing Center. Those Contractor employees not located within a reasonable travel time of a USAcess Credentialing Center will be screened and issued alternate credentials, such as temporary access badges.

During performance of the contract, the Contractor must keep the COR/COTR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR/COTR and issuing Office within 24 hours. If reissuance of expired credentials is needed, it must be coordinated through the COR/COTR.

At the end of contract performance, or when a contractor employee is no longer working under this contract, the Contractor must ensure that all identification cards are returned to the COR/COTR.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine unsupervised access to a Federally controlled facility for more than 180 calendar days or any unsupervised access to a Federally controlled Level 3 or 4 information system.

The contractor will sign a non-disclosure agreement to be provided by the BLM.

6.10 CALL ORDER AWARDS

Each Call Order issued under this BPA will include the following information as applicable:

(1) BPA number and Call Order number;
(2) Date of the order;
(3) Description of the work to be performed;
(4) The work Schedule, period of performance, or required completion date;
(5) Place of delivery or performance;
(6) Deliverables;
(7) CLIN number and description, quantity, unit price and extended total;
(8) The firm fixed price to complete the requirements and/or the ceiling price for those tasks to be performed on a "not-to-exceed" or time-and materials or labor hour basis;
(9) The security requirements, if any;
(10) The payment Schedule; and
(11) Accounting and appropriation data.

6.11 INVOICING

Payment requests for all new awards must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP). Invoicing procedures will be specified in each individual task order. The default invoicing procedure will be monthly submissions.

TIME-AND-MATERIAL (T&M) CLINs for LABOR

The contractor may invoice monthly on the basis of cost incurred for the T&M CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element, by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

a. Employee name (current and past employees)
b. Employee company labor category
c. Employee labor category
d. Monthly and total cumulative hours worked
e. Corresponding ceiling rate

The contractor may re-allocate, with prior written approval of the Contracting Officer's Representative (COR), the number of hours by labor category, within each labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the call order by modification.

FIRM-FIXED-PRICE (FFP) CLINs

The contractor may invoice for firm fixed price CLINs in accordance with the deliverable schedule provided in the individual call orders.

TRAVEL AND OTHER DIRECT COSTS

Payment for travel and other direct costs will be on a reimburseable basis supported by receipts and other documentation. In accordance with P.L. 99-234, "Federal Civilian Employee and Contractor Travel Expense Act of 1985", travel-related expenditures for Contractor's personnel are restricted to the limits established for federal employees. This includes mileage for company-owned vehicles.

The Contractor shall travel as required to support program tasks. All travel arrangements are to be made by the Contractor. Payment for transportation, per diem, mileage, parking, and other fair and reasonable travel expenses will be paid in accordance with the effective Federal Travel Regulations as amended and supplemented by the Department of the Interior travel regulations where applicable. All travel expenses are to be submitted through the Contractor's invoice for reimbursement. The Contractor shall make every effort to keep travel costs to a minimum. No reimbursement will be made for parking at a Contractor's normal place of work.

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46): Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative costs billed by CLIN/Task. The current invoice period's details shall include separate columns and totals and include the following:

a. Travel Authorization Request identifier, approver name, and approval date
b. Current invoice period

c. Names of persons traveling
d. Number of travel days
e. Dates of travel
f. Number of days per diem charged
g. Per diem rate used
h. Total per diem charged
i. Transportation costs (rental car, air fare, etc.)
j. Total charges

6.12 REPORTING

Contractor shall provide monthly reports to the Administering Contracting Officer with the following information in regard to all task orders awarded during the previous 30 days:

- Ordering activity,
- Call order number(s)
- Call order value(s)
- Cumulative value of all call orders awarded under the BPA

6.13 ORDER OF PRECEDENCE

The terms and conditions included in this BPA apply to all call orders pursuant to it. In the event of an inconsistency between the provisions of this BPA and the terms and conditions of the contractor's Schedule contract, the latter will take precedence.

6.14 PLACE OF PERFORMANCE

All work will be performed at the contractor’s facility and with the contractor’s equipment, except as noted below.

Pending Federal Government security clearances, the contractor will have the option to work from their office using BLM equipment, or from the applicable BLM Washington or State Offices (in which case BLM will provide all material, equipment, and work space for the contractor). The Administrative Records system, using BLM equipment, allows the contractor to access records from any location, and therefore the contractor will be able to utilize the option that best fits their needs.

The contractor may need to travel to and from meetings in the Washington (DC) Office and respective State BLM Offices (Portland, OR; Boise, ID; Reno, NV; Salt Lake City, UT; Cheyenne, WY; Billings, MT; Denver/Grand Junction, CO.); expenses for this travel, including vehicle costs, should be factored into their travel costs estimate in the individual call orders.

The day-to-day supervision and direct control over the work performed by on-site Contractor personnel will be the sole responsibility of the Contractor.

6.15 Government-Furnished Items:

- Any necessary data as identified during the course of the project will be provided to the contractor on the proper and agreed upon media.
- The Government will provide computer, software, and equipment necessary to for the contractor to perform the duties describe above.
- The Government will provide the contractor with the subject records in hard copy or electronic format, i.e., external hard drive(s), jump drives(s), or similar, to be returned upon contract completion.
- The contractor shall use the Government Furnished Property (GFP) only for the purposes authorized by the contract as set forth in the Government Property clause in Section I, Clause 52.245-1.
- Technical assistance will be provided on an as needed basis from the task manager, COR, or other designated Government employees.
- All materials provided or created under this task must be returned to the BLM upon the completion of this task.
- All materials provided or created under this task are the property of the BLM and will not be released or used by the contractor for any other purpose.
- All information provided or created under this task are to be held confidential and will not be released without the permission of the BLM. The contractor will sign a confidentiality agreement.

Contractor Furnished Items:

- The Contractor shall provide qualified personnel to satisfy the requirements of the Call Orders. A highly skilled technical expert is the major factor in the successful performance of this task order.
- The Contractor shall be responsible for ensuring that the deliverable products conform to the call order, BLM Manuals and Handbooks (such as BLM's Land Use Planning Handbook H-1601-1), guidance, and are complete.

6.16 HOURS OF OPERATION

Performance of work is expected between the hours of 7:00 AM to 5:00 PM; Monday through Friday, excluding Government holidays. Modification to duty hours may be required to accommodate unique circumstances.

Government personnel observe the days listed below as holidays. Contractor employees shall not have access to the Government premises on these days:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October

Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

6.17 POST AWARD CONFERENCE

The Contractor shall meet with the Government COTR, the Contracting Officer, and the Program Manager within five (5) working days of contract award, before performance commences under this Blanket Purchase Agreement(s). This meeting will be conducted to identify primary points of contact, scope of efforts, and task(s). This meeting may take place in person or through a scheduled conference call.

6.18 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) The Contracting Offer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of the technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

BLM will periodically evaluate contractor performance in accordance with contract requirements and standards such as: good workmanship, the contractor's record of forecasting and controlling costs, the contractor's adherence to contract schedules, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and, generally, the contractor's business-like concern for the interests of the customer. The Contracting Officer and COTR will meet with the Contractor on a quarterly basis to discuss the contractor's performance. The Contractor shall prepare brief presentations, to include handouts. BLM will obtain the results of the formal reviews from the organizational elements.

6.19 KEY PERSONNEL

Under this BPA, the Contractor's "Project Manager" will be considered key. During the first 180 days of performance, the Contractor shall make no substitutions of key personnel unless necessitated by illness, death or termination of employment. The Contractor shall notify the Contracting Officer within fifteen days after the occurrence of any of these three events and provide the information required by paragraph below. After the initial period, the Contractor

shall submit the information to the CO at least fifteen days prior to making any permanent substitutions.

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel, the contractor shall notify the Government CO and the COR of the Blanket Purchase Agreement. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the active call orders, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost Reimbursement) or FAR 52.249-8, Default (Fixed-Price Supply and Service).

6.20 TRAINING

The contractor shall be responsible for funding and providing the necessary training to maintain and enhance the skills, knowledge and abilities of the contractor employees assigned to the task order.

6.21 QUALITY CONTROL PLAN

The contractor shall submit a Quality Control Plan to the CO within 30 days from award. The plan shall include procedures for identifying problems, correcting them, and ensuring they do not reoccur. The Quality Control Plan and any subsequent changes to it shall be approved by the CO. The plan shall address the approach and methods to assure all deliverables (including electronic data input into BLM applications) submitted to BLM are accurate and in compliance with contract requirements and actions to address and correct unacceptable data.

6.22 TRAVEL APPROVAL PROCEDURES

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the FTR.

Requests for travel approval shall:

a. Be prepared in a legible manner.

b. Include a description of the travel proposed including a statement as to purpose.
c. Be summarized by traveler.
d. Identify the Call Order number.
e. Identify the CLIN associated with the travel.
f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

6.23 ORGANIZATIONAL CONFLICT OF INTEREST

If the contractor has or is currently providing support or anticipates providing support to the Department of the Interior that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5.

6.24 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This Blanket Purchase Agreement incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: https://www.acquisition.gov/far/

Clause No	Clause Title	Date
52.217-8	Option to Extend Services Fill-In Date: 30 DAYS	Nov 1999
52.217-9	Option to Extend the Term of the Contract Fill-In: 15 DAYS, 30 DAYS, 66 MONTHS	Mar 2000
52.227-17	Rights in Data – Special Works	Dec 2007
52.232-07	Payments under Time-and-Materials and Labor-Hour Contracts (Aug 2012)	Aug 2012
52.203-98	Prohibition on Contracting with Entities that Require Certain Internal. Confidentiality Agreements—Representation (DEVIATION 2015-02)	Aug 2012
52.203-99	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-02).	Aug 2012
52.204-09	Personal Identity Verification of Contractor Personnel (Jan 2011)	Jan 2011

DEPARTMENT OF INTERIOR Clauses

The full text of a provision may be accessed electronically at:

http://farsite.hill.af.mil/VFDIAR1.HTM
http://www.doi.gov/pam/programs/acquisition/diapr.cfm

Clause No	Clause Title	Date
DIAPR 2010-04	Implementation of Homeland Security Presidential Directive-12 (HSPD 12) Part 2, DOI Access Program Implementation	Dec 2009
DIAPR 2010-14, Am 1	Contractor Performance Assessment Reporting System	July 2010
DIAR 1452.201-70	Authorities and Delegations	Sep 2011
DIAPR 2011-04, Am 4	Electronic Invoicing and Payment Requirements - Invoice Processing Platform	Apr 2013

SECTION 7: PRICING

7.1 ORDER TYPE

The contractor shall perform the effort required by each Call Order on a Firm-Fixed-Price (FFP), or Time and Material (T&M) basis. The work shall be performed in accordance with all Sections of this Blanket Purchase Agreement and the offeror's General Services Administration (GSA) Multiple Award Schedule (MAS).

Offeror shall provide all proposed labor categories and fully burdened labor hour rates for each CLIN. Additional pages may be attached if necessary. Offerors are highly encouraged to discount their GSA schedule pricing, and shall specify the discount that the quoted labor hour rate represents.

8.2 SERVICES AND PRICING
BASE PERIOD

CLIN	Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
001	Organization of the land use planning records for the BLM GRSG planning efforts, including preparation of the BLM-Washington Office Decision Record.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0002	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0003	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0004	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 1** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0005	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0006	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0007	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0008	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 2** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0009	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0010	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0011	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0012	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 3** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0013	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0014	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

0015	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0016	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 4** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0017	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0018	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0019	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0020	Long Distance Travel and Other Direct Costs	Order Dependent

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **1/30/2018**

Document Type: (Check One)

Solicitation Contract x □ Other (Existing IAA)

Document Number: 140L0618F0007

Originating Contract Specialist: M. Elliott

Review assigned to: **K. Houghton** by
___MEE_____Initials
The above acquisition document has been reviewed by the undersigned for compliance with applicable acquisition regulations, policies and procedures.

Reviewing Contract
Specialist:_____
_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Branch Chief:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **1/30/2018**

Document Type: (Check One)

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Document Number: 140L0618F0007

Originating Contract Specialist: M. Elliott

Review assigned to: **K. Houghton** by ___MEE_____Initials

The above acquisition document has been reviewed by the undersigned for compliance with applicable acquisition regulations, policies and procedures.

Reviewing Contract Specialist:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
SF30	(b)5	S
	(b)5	
	(b)5	S
	(b)5)	
MFR	(b)5 t	S

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Branch Chief:_____
Signature Date

Comments:

Location	Comment(s)	(R)equired

or Reference		(S)uggested or (A)dministrative

Purchase Request Form

1. **SAP Generated Requisition Number** _____

2. Requesting Office:	LLOC5700000	3. Requestor Name:	John M Wilson	4. Requestor Phone Number:	303-236-6330

5. Purchase Type (Check One):	Supply		Service	X	Construction		Intergovernmental Order/Interagency Agreement		
	(Item Category For Supplies (Blank) Services/Construction (D)) Found in Line Item Detail Screen								

6. Project Title:	Technical Support Services for GRSG LUPA Litigation Preparation			7. Requested Delivery Date:	02/15/2018
8. Suggested Contracting Officer:	Kirsten Quinones	9. Suggested Contracting Officer 's Rep.*/Receiving Official:	John M Wilson	10. Alternate COR/PI:	None
11. Verify COR Certificate Current (Circle One) **Yes / No**					
12. Issuing Office:	LLOC5700000	13. GSA Contract /National Contract – If Known:	L15PA00170	14. Interagency Agree. No. If Known:	

Line Number	15. Complete Description	16. Quantity	17. Units	18. Estimated Price	19. Total of Line
Line XXX	Technical Support Services for GRSG LUPA Litigation Preparation	1	AU	63,737.50	63,737.50
Line XXX					
Line XXX					

20. Ship to:	DRS/NOC	21. Approvals: (Check All That Apply)	Supervisor:		Other:		22. UPC:	
			Property:		Budget:			
			IT:					

23. Suggested Vendors:	EMPSI	24. Funding Available:	Cost Center (Office Code)	Functional Area (Subactivity/PE)	Work Break Down (Project Code)	Commitment Item (BOC)
			LLWO200000	L11100000.PH0000	LXSGPL000000	

****** IF MORE THAN ONE LINE ITEM AND MORE THAN ONE FUNDING LINE PER ITEM SEE BACK. Multiple fund codes for multiple line items are noted on the back.

25. Attachments Provided: IGE and SOW	Justification for A Non Competitive Requirement FAR Clause: 6.302-1		Suggested 8(a) Vendor:		26. Other:	25
	Statement of Work: Performance Based or Other		Technical Evaluation Criteria:			
	Drawings/Maps/ Illustrations:		Technical Evaluation Proposal Committee:		27. Notes for CO: Period of Performance for Service/Construction: From: To: 03/01/2018 to 09/31/2018 (Note: All services must be 1 year or less, unless options periods are indicated).	
	Independent Government Estimate:		Determination and Findings:			

Line Item ******	Percentage	Cost Center	Functional Area	Work Breakdown	Commitment Item
1 Technical Support Services for GRSG LUPA Litigation Preparation	100	LLWO200000	L11100000.PH0000	LXSGPL000000	63,737.50
2					
3					
X					

ITEMS IN RED – FIELDS THAT ARE REQUIRED FOR FILL IN

Task 2: Revised Pricing

1/10/2018

Estimate per Subregion

Labor Costs		Base Contract Rate* 1 May 2017 - 30 Apr 2018			TASK 2	
Contract Labor Category	Corresponding GSA Labor Category	Contract Labor Rate	% Discount	Discounted Contract Labor Rate*	Estimated # of Hours	Total Cost Task 2
Supervisor/Manager	Principal Scientist / Engineer L3	$186.70	10%	$168.03	8	$1,344.24
Analyst - Senior (Sr.)	Senior Scientist / Engineer L3	$137.32	5%	$130.45	80	$10,436.32
Analyst - Junior (Jr.)	Scientist / Engineer L3	$90.34	5%	$85.82	0	$0.00
Mapping Specialist (Sr.)	GIS L1	$102.32	5%	$97.20	0	$0.00
Mapping Specialist (Jr.)	GIS L2	$90.34	5%	$85.82	0	$0.00
Administrative Support (Sr.)	Word Processor	$65.80	0%	$65.80	16	$1,052.80
Administrative Support (Jr.)	Clerical	$60.74	0%	$60.74	8	$485.92
Consultant/Scientist (Executive)	Principal Scientist / Engineer L4	$174.66	5%	$165.93	0	$0.00
Consultant/Scientist	Scientist / Engineer L1	$114.43	5%	$108.71	80	$8,696.68
				Subtotal Labor Cost		*$22,015.96*
Other Direct Costs	**Unit**			**Unit Price**	**Quantity**	**Total**
Travel - Airfare	per flight roundtrip			$500.00	2	$1,000.00
Travel - Car Rental	per day			$75.00	4	$300.00
Travel - per diem	per day			$144.00	10	$1,440.00
Mileage	per mile			$0.5350	50	$26.75
Document Production	per document			$20.00	3	$60.00
				$0.00	0	$0.00
				Subtotal ODCs		*$2,826.75*
				TOTAL COST		**$24,842.71**

Assumptions:

2 EMPSi staff will attend one 3-day workshop.

One Strategy Report is prepared for each Subregion within the rage of Greater Sage-Grouse.

All submittals will be electronic (e.g., PDF); up to three hardcopies of the final will be provided as needed.

Draft doucments will not be 508 compliant. Final doucments will be 508 compliant.

This page contains trade secrets or confidential commercial and financial information which the offeror believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal

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1.0 INTRODUCTION

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping report.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

2.0 PLACE OF PERFORMANCE

Contractor facility.

3.0 PERFORMANCE PERIOD

Preliminary Schedule (Key Milestones)

- Contract award 11/27/2017
- Post contract award kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/19/2017
- Final Scoping Report - 12/31/17

TASK 1a: Public Scoping Report (Optional with schedule TBD)

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Optional with schedule TBD)

Please anticipate and take into consideration common variables which may impact the schedule; this may result in a post-award modification to Key Milestone, Task 1a and Task 2 delivery periods.

4.1 TRAVEL

Travel is anticipated as defined in tasks and should be identified in the offeror's quote. All Travel costs associated with the performance of the call/task order must be in accordance with each BPA Holder's Base BPA and must comply with Federal Travel Regulations.

4.2 SUBCONTRACTS, IF APPLICABLE

The Respondent shall list all anticipated subcontracted effort in the format of the table below, to include: The (Sub) Company Name, the Prime's Labor Category/Rate and Service(s) provided.

Subcontractor Company Name	Prime's Labor Category	Prime's Labor Rate	Service Provided

Note: Clause 52.219-14, Limitations on Subcontracting applies.

5.0 STATEMENT OF WORK

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse

Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

The BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

SPECIFIC RESPONSIBILITIES AND TASKS

FORMAT, PROCESS and RECORDS

Contractor's General Responsibilities:

The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects and the agency is providing limited time to complete the deliverables.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings may not be specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offeror's quote.

The Contractor shall collaborate with the BLM project management and COR to identify specific schedules and resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media, using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the BLM project manager and COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed to reconcile or provide context to scoping comments;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and
- Printing and Distribution - the BLM will print and mail the any pertinent documents;

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by the BLM and general schema provided by the agency;
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

5.1 TASKS

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the scoping effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross reference by location, interest, and issues to sections of the existing sage grouse plans.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one printed draft and electronic copies of the Scoping Report for internal review
        3. A final edited version of the Scoping Report

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. The BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Optional)

This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not possible for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Optional)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops to be coordinated by the contractor.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues, proposed data used, impact indicators, and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:
1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:
1. Deliverable 1 due three weeks after the last team workshop;

2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

6.0 GOVERNMENT FURNISHED ITEMS

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tribal Consultation; and
- A designated project manager and Contracting Officer's Representative (COR);
- Agency Specialists - BLM will provide contacts as needed to supply the Contractor with input/information regarding affected programs and resources;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);
- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

6.1 INTELLECTUAL PROPERTY

The BLM and the contractor will be synthesizing public comment that may set the framework for decision making through a plan amendment process. Work performed under this contract is sensitive and potentially predecisional. As such, contractors performing services shall sign a Non-Disclosure Agreement form prior to performing any work.

7.0 CONTRACTOR FURNISHED ITEMS

- The Contractor shall provide all primary authors;
- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

8.0 INVOICING

The default invoicing procedure of monthly submissions will pertain to this BPA Call/task order; to include a Month-end progress report to be submitted with the monthly invoice. All Bureau of Land Management invoices will be submitted in accordance with the DOI Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP). The clause is listed in the clauses section of the BPA.

9.0 SECURITY REQUIREMENTS

The BLM requires contractor personnel to have a Federal government-issued Personal Identity Verification (PIV) credential before being allowed unsupervised access to a DOI/BLM facility and/or information system. Off-site personnel will not require a PIV.
The contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) will be the requesting official, and will make arrangements through a DOI Access Card Sponsor for personal identity verification and DOI Access Card issuance.

At least two weeks before start of contract performance, the Contractor must identify all contractor and subcontractor personnel who will require physical and/or logical access for performance of work under this contract. Physical Access means routine, unescorted or unmonitored access to non-public areas of a Federally-controlled facility. Logical access means routine, unsupervised access to a Level 3 or 4 federally controlled information system. The Contractor must make their personnel available at the place and time specified by the COR/COTR or DOI Access Card Sponsor in order to initiate screening and background investigations. The following forms and inquiries, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF306
- National Criminal History Check (NCHC) (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the contractor)
- Release to Obtain Credit Information
- PIV card application (web-based)

Before starting work under this contract, a National Criminal History Check (NCHC) will be initiated to verify the identity of the individual applying for clearance and to determine the individual's suitability for the position. If the NCHC adjudication is favorable, a DOI Access Card will be issued for that individual. If the adjudication is unfavorable, the credentials will not be issued and the contractor must make other arrangements for performance of the work. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI/BLM shall have the right of final determination.

Contractor employees must give, and authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor must ensure they are available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. In that case, the contractor must provide the COR/COTR with documentation that supports the individual's credentialed status.

Contractor employees who have been successfully adjudicated will be issued DOI Access Cards, which must be activated at a USAcess Credentialing Center. Those Contractor employees not located within a reasonable travel time of a USAcess Credentialing Center will be screened and issued alternate credentials, such as temporary access badges.

During performance of the contract, the Contractor must keep the COR/COTR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR/COTR and issuing Office within 24 hours. If reissuance of expired credentials is needed, it must be coordinated through the COR/COTR.

At the end of contract performance, or when a contractor employee is no longer working under this contract, the Contractor must ensure that all identification cards are returned to the COR/COTR.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine unsupervised access to a Federally controlled facility for more than 180 calendar days or any unsupervised access to a Federally controlled Level 3 or 4 information system.

The BLM will escort contractor staff participating solely on Task 1 during on-site visits unless it is agreed upon by the BLM to credential the contractor staff performing Task 1 for prolonged on-site work. If this occurs, the details found above at 10.0 Security Requirements will apply.

All contract personnel are required to identify themselves as contractors. Whether attending meetings, answering Government telephones, or working in other situations where their contractor status is not obvious to third parties, they must make their status known to avoid creating an impression that they are Government employees. To assist in the identification the following shall be implemented:

· Each contractor employee shall be provided, and shall wear in plain sight, an identification badge which clearly indicates they are a contractor employee.

· A name plate or tag identifying the employee as an employee of the contractor shall be affixed in plain sight to the employee's cubicle or office.

· Contractor employees shall identify themselves as such in all correspondence, such as e-mails or faxes, originating from a Government provided source.

· Contractor employees shall not attend Government all employee meetings or other inherently Governmental meetings unless specifically notified. All such notifications shall be coordinated through the Contracting Officer and contract manager. If attendance at a recurring meeting is necessary for accomplishment of contractual requirements a blanket notification may be executed.

· To the maximum extent practicable, consistent with their duties, contractor employees shall identify themselves as such in telephone conversations using a Government provided telephone.

10.0 CONTRACT CLAUSES

The Offeror's GSA Schedule and BLM BPA terms and conditions are incorporated in this RFQ.

The following FAR Clauses are also incorporated by reference and are in full force and effect:

52.217-5 Evaluation of Options
52.217-9 Option to Extend the Term of the Contract

11.0 POINTS OF CONTACT

PROJECT MANAGER
Brian St George
BLM Colorado State Office
2850 Youngfield Street
Lakewood, CO 80215
Phone: (303) 239-3768
Email: bstgeorg@blm.gov

CONTRACTING OFFICER'S REPRESENTATIVE (COR)
John Wilson
BLM National Operations Center; Bldg. 50
P.O. Box 25047
Denver, CO 80225-0047
Phone: (303) 236-6330
Email: johnwilson@blm.gov

CONTRACTING OFFICER (CO)
Michelle Elliott
BLM National Operations Center; Bldg. 50
P.O. Box 25047
Denver, CO 80225-0047
Phone: 303.236.6402
Fax: 303.236.9470
Email: melliott@blm.gov

Elliott, Michelle <melliott@blm.gov>

[RFQ DUE 10JAN18, 12PM MST] F17PA00028_140L0618F0007, Range Wide Scoping Report

1 message

Elliott, Michelle <melliott@blm.gov> Mon, Jan 8, 2018 at 6:22 PM
To: Kate Krebs <kate.krebs@empsi.com>
Cc: David Batts <david.batts@empsi.com>, Elizabeth Finley <emfinley@blm.gov>, John Wilson <johnwilson@blm.gov>
Bcc: "St George, Brian" <bstgeorg@blm.gov>, Ryan Hathaway <rhathaway@blm.gov>

Dear EMPSi,

The BLM seeks a revised pricing quote for Optional Task 2 of the subject contract:

I do apologize for the re-work and any inconvenience. Please note the aggressive timeline. As you know this is an ever changing political climate which inevitably affects our established contracts. Currently, pricing is reflected by labor category/rate and estimated # of hours, followed by travel. We do wish to see this breakdown; however, please provide a pricing breakdown per meeting rather than the lump sum breakdown. Please reflect the corresponding labor category/rate and estimated # of hours, travel (x 8 meetings). The BLM requires this flexibility as there may be a variance of what each state requires with regard to planning processes.

Please contact me with any questions.

I will be on travel the 10th for the remainder of the week and will be available intermittently via email. My telephone will be forwarded if you wish to reach me by phone during this time. Thank you in advance.

Sincerely,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

TO: Michelle Elliot, Contracting Officer Lead

DATE: November 22, 2017

FROM: Brian St George, Greater Sage-grouse Planning Lead

SUBJECT: Contractor selection recommendation - EMPSi

As chair of the technical review panel for RFQ40367703 BLM Range-Wide Scoping Report, I am prepared to recommend selection of EMPSi having considered both technical and price factors. My panel of experts has reached a unanimous decision in recommending EMPSi.

The proposal from EMPSi demonstrates excellent technical capacity, expertise and approach. EMPSi's experience with BLM Greater Sage-grouse planning and more recent national initiative of similar scope set them apart from the other bidder. My team considered and was impressed by EMPSi's focus on how the range-wide scoping report relates to subsequent planning steps. The proposal highlights preliminary issues the company will discuss and consider with BLM, indicating a high level of familiarity with a complex national initiative. Additionally, EMPSi already have access to and recent training in the use of BLM systems.

Past project summaries demonstrate this organization to be well positioned to meet the needs of the BLM. Their price quotation is reasonable, asserts clear assumptions, and while not identical to the government estimate, is within a reasonable deviation. We examined the contractor's labor costs and labor hour estimates which revealed the primary difference in estimated price. The government accurately predicted the amount of labor planned for the requirement but significantly underestimated the cost of that labor. Having corrected for the cost of labor, we still find EMPSi's estimate to be reasonable and within the government's allocated budget.

Please accept our recommendation to select EMPSi for RFQ40367703 BLM Range-Wide Scoping Report and thank you for all your support in this process!

TO: Michelle Elliot, Contracting Officer Lead

DATE: November 22, 2017

FROM: Brian St George, Greater Sage-grouse Planning Lead

SUBJECT: Contractor selection recommendation - EMPSi

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Please accept our recommendation to select EMPSi for RFQ40367703 BLM Range-Wide Scoping Report and thank you for all your support in this process!

Michelle Elliott Log Out

Entity Dashboard

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Environmental Management and Planning Solut

DUNS: 623557639 CAGE Code: 4CYX4
Status: Active

1630 30th St Ste A
Boulder, CO, 80301-1045 ,
UNITED STATES

Expiration Date: 04/05/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Environmental Management and Planning Solutions, Inc.
Doing Business As: EMPSI
Business Type: Business or Organization
Last Updated By: John King
Registration Status: Active
Activation Date: 04/05/2017
Expiration Date: 04/05/2018

Exclusion Summary

Active Exclusion Records? No

REQUEST FOR PROPOSAL
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

TO BE AWARDED AS A CALL
UNDER GSA FEDERAL SUPPLY SERVICE (FSS)
BLANKET PURCHASE AGREEMENT

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I. INTRODUCTION
The Bureau of Land Management (BLM), requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

II. ACQUISITION STRATEGY
As a result of this Request for Proposal (RFP), the Government intends to award a Call (Attachment 2) against a GSA FSS contract, Blanket Purchase Arrangement as described in the attached Statement of Work (Attachment 1).

The Government reserves the right to either issue a Call without further discussion or enter into discussions. Therefore, offeror is encouraged to submit its most favorable offer initially.

III. PERIOD OF PERFORMANCE
The period of performance will be as stated in the Call.

IV. EXTENT OF OBLIGATION
The Government is obligated only to the extent of funding specified on any resultant Call. The awarded contractor shall incur costs under any resultant BLM Call only in the performance of the Statement of Work as contained herein and in each Call. No other costs are authorized without the express written consent of the BLM Contracting Officer (CO).

V. GSA PRICE REDUCTIONS
The Contractor shall provide the CO with a copy of all modifications to its GSA FSS Schedule, within 30 days of the effective date. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for any resultant Call.

The Contractor may, at any time during the life of any resultant Call, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant Call shall be incorporated by modification.

VI. LIST OF ATTACHMENTS

Attachment I - Statement of Work and Schedule

VII. INSTRUCTIONS TO CONTRACTORS

A. Submission of Technical and Price Proposals
   1. Proposals shall be submitted in hard copy.
   2. The hard copy submittal shall consist of one technical proposal and one price proposal.
   3. The technical and price offers shall be packaged separately and clearly marked" technical proposal" or "price offer" on the outside.
   4. The Request for Proposal number LI IPSO 1268 shall be identified on all packages to be mailed or hand delivered.
   5. The address for mailing responses:
      Bureau of Land Management, XXXX
      Branch of Procurement Management
      P. 0. Box XXXX
   6. The address for delivering hand carried responses, including overnight or express, is:
      Bureau of Land Management, XXXX
      Branch of Procurement Management
      P. 0. Box XXXX

B. Technical Proposal: Technical Proposal is limited to 15 pages.
   1. Past Performance

      Offerer shall submit five references consisting of present or past customers within the last three years capable of verifying performance in like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement and the dollar amount. Include name and telephone number of the cognizant Contracting Officer and technical project representative for each reference.

   2. Technical Experience and Organization
      Offerer shall describe its experience in providing services equivalent to the services required by the attached Statement of Work. Describe organization and propose staffing adequate to complete the Call timely.

   3. Key Personnel

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A Project Manager shall be designed to be the point of contact with the Government for all work under the Call. An Assistant Project Manager may also be designated. Both the Project Manager and Assistant Project Manager, if identified, shall be considered as "key personnel, as well as any other position the offerer may also identify as a key person in its technical proposal. The offerer agrees that assigned key personnel shall not be removed or replaced without the written concurrence of the CO. If the CO determines that suitable replacement of key personnel is not feasible or that the reduction of effort would be so substantial as to impair the successful performance of the work, the Contractor may be subject to default action under the affected Task Order or the contract. Ultimate approval/disapproval to replace key personnel is the responsibility of the CO. Brief resumes shall be submitted for all identified key personnel to be assigned to the BLM Call.

C. Price Proposal

1. Offerer shall include a copy of its most current GSA Group 899 l Schedule Contract with price proposal. Responses which do not include the schedule may not be considered for award.

2. Include GSA labor rates, the discount percent being offered and the resultant discounted labor prices on Attachment 2 to be used in the price proposal for the Call.

3. All discounted hourly rates shall incorporate the one (l) percent industrial funding as required for GSA FSS contracts.

4. Specifically identified positions to be assigned to each Call, with the discounted labor rates and attributable hours for each, along with other direct costs shall be submitted as a fixed price proposal for each of the tasks identified in the Statement of Work on Attachment 2.

5. Provide a summary page of fixed price proposals for each of the tasks identified total offered price to the Government.

6. Price proposals may be provided in other formats with all required information provided.

VIII. EVALUATION OF TECHNICAL AND PRICE PROPOSALS

A. Initial Screening Process

The Government will initially screen all offers for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will NOT receive further consideration.

B. Evaluation Criteria

Award will be made to the offerer whose proposal is determined to represent the best value to the Government, after considering technical evaluation and offered price. In making the best value determination, the Government considers the technical evaluation more important than offered price. There are three areas within the technical evaluation, all of which will be considered, but are listed in descending order of importance: technical experience/organization, past performance, and key personnel, as follows:

1. Technical Experience/Organization (50 points)
    a. Experience of offerer in performing like services for similar Statements of Work and subject matter.
    b. Understanding of the Statement of Work as evidenced by the offerer's appropriateness of proposed general staffing as evidenced by abbreviated resumes.
    c. Capability of the offerer's organization to provide the required products as set forth in the Statement of Work within the time constraints specified.
    d. Demonstrate an overall understanding of BLM's resource management procedures related to the Statement of Work.
    e. Demonstrate an ability review and analyze public comments, identify issues, categorize issues and provide explanation for categorization, and write a summary report of professional quality in a timely manner.

2. Past Performance (30 points)
    a. Overall previous experience and qualifications of the offerer relevant to or or similar to the Statement of Work.
    b. Prior experience and demonstrated past performance to other Government organizations relevant to or similar to the Statement of Work
    c. Ability to meet schedules and control costs

3. Key Personnel (20 points)
    a. Identification of program manager and assistant program manager (if designated)
    b. Identification of other designated key personnel
    c. Experience of key personnel to insure capability of managing similar Statements of Work adequately and in a timely manner by submission of abbreviated resumes.

4. Offered Price Evaluation

    The hourly discounted prices for Tasks will be evaluated in relation to the GSA Schedule and other offerors. Quantity of hours will be evaluated in relation to Statement of Work and other offerors.

IX. AWARD INFORMATION

Each BLM office to award a Call will be made in accordance with the prices awarded in the Blanket Purchase Arrangement and in accordance with Evaluation of Technical and Price Proposals.

X. DELIVERABLES

The Contractor shall begin work within 3 calendar days from the effective date of the Notice to Proceed. The Contractor shall continue performance of the work under the contract without delay or interruption except by causes beyond Contractor's control as defined by contract clauses, or by the receipt of a "Suspend Work Order" issued by the Government. Failure to do so may be cause for action under the "Default" clause. The Contractor shall complete all work required within the time specified in the Call. Deliverables shall be addressed to the BLM COR as stated in the Call:

XI. REPORTS

Reports shall be submitted as specified in the Statement of Work.

XII. INVOICES/PAYMENT AND TRAVEL

A. Payments will be made for project work inspected and accepted. Invoices shall contain, as a minimum, the following information:

Name & address of the prime contractor
Invoice Date GSA contract number
Call number
Invoices shall be sent to:
Bureau of Land Management
OC622 Payments Section
Denver Federal Center, Bldg. 50
P. 0. Box 25047
Denver, Colorado 80225

B. Travel - All travel will be reimbursed in accordance with current Federal Travel Regulations and shall be identified and approved in advance by the CO.

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ATTACHMENT I

STATEMENT OF WORK FOR
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping reports.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the

court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

Preliminary Schedule (Key Milestones)

- Conduct a kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/15/2017
- Final Scoping Report - 12/31/17

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:

The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and

necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offerer's proposal.

The Contractor shall create and implement the project management plan, including schedule, as approved by the BLM and collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media, using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the
- EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and

- Printing and Distribution - the BLM will print and mail the any pertinent documents;

Agency-Furnished Materials:

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tr bal Consultation; and
- Contracting Officers Representative (COR) - the BLM will designate a COR;
- Agency Specialists - BLM will provide contacts from each BLM State Office to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);
- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by BLM and general schema provided by the agencies; ·
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of

scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analys is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
        4. Completion of Scoping phase aspects of Public Participation plan
        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of

comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Option)
This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not poss ble for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans.
BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other

BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

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REQUEST FOR PROPOSAL
FACILITATION AND ASSISTANCE
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND ~~MULTIPLE~~
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

TO BE AWARDED AS A CALL
UNDER GSA FEDERAL SUPPLY SERVICE (FSS)
BLANKET PURCHASE AGREEMENT

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I. INTRODUCTION

The Bureau of Land Management (BLM), requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and multiple environmental documents ~~(environmental impact statements and land use plan amendments)~~ for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming.

II. ACQUISITION STRATEGY

As a result of this Request for Proposal (RFP), the Government intends to award a Call (Attachment 2) against a GSA FSS contract, Blanket Purchase Arrangement as described in the attached Statement of Work (Attachment 1).

The Government reserves the right to either issue a Call without further discussion or enter into discussions. Therefore, offeror is encouraged to submit its most favorable offer initially.

III. PERIOD OF PERFORMANCE

The period of performance will be as stated in the Call.

IV. EXTENT OF OBLIGATION

The Government is obligated only to the extent of funding specified on any resultant Call. The awarded contractor shall incur costs under any resultant BLM Call only in the performance of the Statement of Work as contained herein and in each Call. No other costs are authorized without the express written consent of the BLM Contracting Officer (CO).

V GSA PRICE REDUCTIONS

The Contractor shall provide the CO with a copy of all modifications to its GSA FSS Schedule, within 30 days of the effective date. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for any resultant Call.

The Contractor may, at any time during the life of any resultant Call, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant Call shall be incorporated by modification.

VI. LIST OF ATTACHMENTS

Attachment I - Statement of Work
Attachment 2 - Schedule of Items

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VII. INSTRUCTIONS TO CONTRACTORS

A. Submission of Technical and Price Proposals
    1. Proposals shall be submitted in hard copy.
    2. The hard copy submittal shall consist of one technical proposal and one price proposal.
    3. The technical and price offers shall be packaged separately and clearly marked" technical proposal" or "price offer" on the outside.
    4. The Request for Proposal number LI IPSO 1268 shall be identified on all packages to be mailed or hand delivered.
    5. The address for mailing responses:
        Bureau of Land Management, OR952
        Branch of Procurement Management
        P. 0. Box 2965
        Portland, Oregon 97208
    6. The address for delivering hand carried responses, including overnight or express, is:
        Bureau of Land Management, OR952
        Branch of Procurement Management, 7'11 Floor
        333 S.W. 1s1 Avenue
        Portland, Oregon 97204

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B. Technical Proposal: Technical Proposal is limited to 20 pages.
    1. Past Performance:

        Offerer shall submit five references consisting of present or past customers within the last three years capable of verifying performance in like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement and the dollar amount. Include name and telephone number of the cognizant Contracting Officer and technical project representative for each reference.

    2. Technical Experience and Organization Offerer shall describe its experience in providing services equivalent to the services required by the attached Statement of Work. Describe organization and propose staffing adequate to complete the Call timely.

3. Key Personnel

   A Project Manager shall be designed to be the point of contact with the Government for all work under the Call. An Assistant Project Manager may also be designated. Both the Project Manager and Assistant Project Manager, if identified, shall be considered as "key personnel, as well as any other position the offerer may also identify as a key person in its technical proposal. The offerer agrees that assigned key personnel shall not be removed or replaced without the written concurrence of the CO. If the CO determines that suitable replacement of key personnel is not feasible or that the reduction of effort would be so substantial as to impair the successful performance of the work, the Contractor may be subject to default action under the affected Task Order or the contract. Ultimate approval/disapproval to replace key personnel is the responsibility of the CO. Brief resumes shall be submitted for all identified key personnel to be assigned to the BLM Call.

C. Price Proposal

1. Offerer shall include a copy of its most current GSA Group 899 l Schedule Contract with price proposal. Responses which do not include the schedule may not be considered for award.

2. Include GSA labor rates, the discount percent being offered and the resultant discounted labor prices on Attachment 2 to be used in the price proposal for the Call.

3. All discounted hourly rates shall incorporate the one (l) percent industrial funding as required for GSA FSS contracts.

4. Specifically identified positions to be assigned to each Call, with the discounted labor rates and attributable hours for each, along with other direct costs shall be submitted as a fixed price proposal for each of the tasks identified in the Statement of Work on Attachment 2.

5. Provide a summary page of fixed price proposals for each of the tasks identified total offered price to the Government.

6. Price proposals may be provided in other formats with all required information provided.

VIII. EVALUATION OF TECHNICAL AND PRICE PROPOSALS

A. Initial Screening Process

The Government will initially screen all offers for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will NOT receive further consideration.

B. Evaluation Criteria

Award will be made to the offerer whose proposal is determined to represent the best value to the Government, after considering technical evaluation and offered price. In making the best value determination, the Government considers the technical evaluation more important than offered price. There are three areas within the technical evaluation, all of which will be considered, but are listed in descending order of importance: technical experience/organization, past performance, and key personnel, as follows:

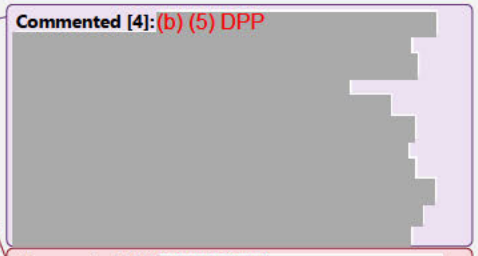
1. Technical Experience/Organization (50 points)
    a. Experience of offerer in performing like services for similar Statements of Work and subject matter.
    b. Understanding of the Statement of Work as evidenced by the offerer's appropriateness of proposed general staffing as evidenced by abbreviated resumes.
    c. Capability of the offerer's organization to provide the required products as set forth in the Statement of Work within the time constraints specified.
    d. Demonstrate an overall understanding of BLM's resource management procedures related to the Statement of Work.
    e. Demonstrate an ability to produce environmental analysis documents of professional quality and in a timely manner.

2. Past Performance (30 points)
    a. Overall previous experience and qualifications of the offerer.
    b. Prior experience and demonstrated past performance to other Government organizations
    c. Ability to meet schedules and control costs

3. Key Personnel (20 points)
    a. Identification of program manager and assistant program manager (if designated)
    b. Identification of other designated key personnel
    c. Experience of key personnel to insure capability of managing similar Statements of Work adequately and in a timely manner by submission of abbreviated resumes.

4. Offered Price Evaluation

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The hourly discounted prices for Tasks will be evaluated in relation to the GSA Schedule and other offerors. Quantity of hours will be evaluated in relation to Statement of Work and other offerors.

IX. AWARD INFORMATION

Each BLM office to award a Call will be made in accordance with the prices awarded in the Blanket Purchase Arrangement and in accordance with Evaluation of Technical and Price Proposals.

X. DELIVERABLES

The Contractor shall begin work within 3 calendar days from the effective date of the Notice to Proceed. The Contractor shall continue performance of the work under the contract without delay or interruption except by causes beyond Contractor's control as defined by contract clauses, or by the receipt of a "Suspend Work Order" issued by the Government. Failure to do so may be cause for action under the "Default" clause. The Contractor shall complete all work required within the time specified in the Call. Deliverables shall be addressed to the BLM COR as stated in the Call:

XI. REPORTS

Reports shall be submitted as specified in the Statement of Work.

XII. INVOICES/PAYMENT AND TRAVEL

A. Payments will be made for project work inspected and accepted. Invoices shall contain, as a minimum, the following information:

Name & address of the prime contractor
Invoice Date GSA contract number
Call number
Invoices shall be sent to:
Bureau of Land Management
OC622 Payments Section
Denver Federal Center, Bldg. 50
P. 0. Box 25047
Denver, Colorado 80225

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B. Travel - All travel will be reimbursed in accordance with current Federal Travel Regulations and shall be identified and approved in advance by the CO.

STATEMENT OF WORK FOR
~~FACILITATION AND~~ ASSISTANCE
IN ~~FOR~~ PREPARATION OF MULTIPLE

ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION OF GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement (b)5 DPP [redacted] -Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scopingplanning process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include (b)5 DPP [redacted] compilation of the project administrative records for scoping. These tasks include (b)5 DPP [redacted]

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The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in conducting the scoping (b)5 DPP -involved in developing a scoping report and comment summaries related to potential RMP amendments to help address the

management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse(b)5 DPP -management objectives for the affected states.

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Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management

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Summary

Preliminary Schedule

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:
The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to assist the agency with completion of the NEPA documents.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing these documents. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan.

Create and implement the project management plan, including schedule, as approved by the BLM; Collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise an interdisciplinary team and identify anticipated interdisciplinary team workload requirements relative to the project schedule.

Maintain good communications with the BLM; provide written progress reports monthly, and hold meetings with the BLM no less than weekly; Serve as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; Develop and maintain the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; Provide all documents in a BLM-approved media, using appropriate software; Develop written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, respond to public inquiries regarding the planning and NEPA Processes; Coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; Prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials: The Contractor shall furnish all labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as

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government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order. All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shal l be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agencies' General Responsibilities:
Maintain good communications with the Contractor;
Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
Typeset and publish documents;
Provide initial mailing lists, conduct mailings;
Provide comments to Contractor in a timely manner;
Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations.
Agency-Furnished Materials:
• Endangered Species Act Consultation;
• NHPA Section I 06 Consultation and Tr bal Consultation;
• Presentations/Briefings/Consultations with the respective State Office, and BLM Washington Office.
• Contracting Officers Representative (COR) - the BLM will designate a COR;

Agency Specialists- BLM will provide contacts from each District to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards, for all primary documents as well as for any reports and studies required for supporting documentation; includes copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor; references maybe provided in electronic formats or as internet references;
Initial Mailing Lists - the BLM will provide the initial mailing lists;
Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents;
Planning Record Schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to fi le supporting records relative to this contract;
Printing and Distr bution - the BLM will print and mail the any pertinent documents~~EISs, RODs and Approved Plan Amendments~~;
The BLM will conduct any formal or informal consultation that may be required .

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SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort (b)5 DPP

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The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified and general schema provided by the agencies.

In consultation with the COR, respond to public inquiries regarding the NEPA process; coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review.

The Contractor shall provide all documents in a BLM-approved media, using appropriate software. All electronic communications shall be in formats accessible lo agency personnel. Deliverables arc as noted below. The Contractor must perform the following tasks (the tasks associated with the following dates shall be finalized in the BLM approved Project Management Plan):

PROJECT ADMINISTRATION

INITIAL SCOPING~~PROJECT~~ MANAGEMENT PLAN~~, PUBLIC PARTICIPATION PLAN, PROJECT RECORD ADMINISTRATION, BUILDING COLLABORATION, MAILING~~S.

PUBLIC SCOPING

TASK 1: PUBLIC SCOPING

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential~~the Sub-Region~~ RMP Amendment/EISs. The process of scoping and its deliverable, (b)5 DPP

[redacted] of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM (b)5 DPP

[redacted]

The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments and appropriate analysis topics and scope for the EIS. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). (b)5 DPP

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Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of scoping. Contractor shall create a public scoping and involvement template and supporting public involvement material for each State/Sub-region to follow and utilize in their scoping efforts for their EISs. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analys is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
5-6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
6-7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
7-8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. -Catalog and tracking system for public participants and comments

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BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

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I, the National Sage Grouse Planning Lead for the BLM under supervision of Idaho State Director located in
(insert title) (name of divisional, program or state office)

Colorado State Office, do herby certify the following to BLM FOIA Specialist Maritiza Harris, in her capacity as the FOIA Contact tasked with coordinating searches for records responsive to FOIA # BLM-2018-00683.

Check ALL that apply:

(x) 1. I have reason to believe that the documents transmitted with this certification constitute all documents within the possession or control of the staff in the office.

(x) 2. I have determined none of the records that have been produced are sensitive.

(x) 3. I have determined that some or all of the records that have been produced are sensitive.

Y/N Records are marked as sensitive.

Y/N Records are sensitive due to a Solicitor sending, receiving, or reviewing the document(s).

( ) 4. I have reason to believe that there are no responsive documents within the possession or control of the staff in the office, and accordingly, am not provided any documents.

Information about the search (add lines as needed):

Name/Program Office	Search Terms Used	Search Location (e.g., paper files; email; share drive)
Brian St George, project lead	Greater Sage Grouse, GrSG, Contracting, EMPSi	Email, paper files, shared drives, user file directory

Information about individuals performing work (add lines as needed):

Name/Program Office	Grade	Hours to Search	Hours of Review
Brian St George, Project lead	14	1	1

Date: 5/3/18

Signature

Brian St George
Print name

Project Planning Lead
Title

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Bureau of Land Management (BLM) is completing land use plan amendment processes in 8 states to address Greater sage-grouse management and conservation. This statement of work is designed to assist those offices with completion of identical work. The statement of work entails completion of the associated decision file and includes reviewing, editing, and organizing the project and planning records for each of the Colorado, Montana, Idaho, Oregon, Utah and Wyoming State Offices. California and Nevada State Offices are conducting a combined effort under one project team and would need one combined project and planning record for both offices.

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To help support development of a record of decision, respond to potential legal challenges, and respond to FOIA requests, the BLM has a requirement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 SCOPE

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After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

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4.0 TASKS

The contractor will complete the following tasks:

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e. Work with the BLM Washington Office staff, DOI SOL and the Department of Interior personnel on search terms, retrieval, de-duplication, the initial sort, and review of relevant

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f. Work with BLM COR to determine the appropriate electronic file format for the indexing system and project record prior to submitting any deliverables described below to ensure compatibility with existing BLM operating systems and software.

g. Make all pdf documents OCR searchable if they are not already in that format.

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5.0 DELIVERABLES

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f. Work with BLM COR to determine the appropriate electronic file format for the indexing system and project record prior to submitting any deliverables described below to ensure compatibility with existing BLM operating systems and software.

g. Make all pdf documents OCR searchable if they are not already in that format.

h~~e~~. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

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5.0 DELIVERABLES

DELIVERY/SCHEDULE

~~The~~ A common record indexing system will~~planning record shall~~ be provided to ~~the~~ all individual State Office points of contact no later than April 1, 2018. The indexing system will be provided in electronic format compatible with BLM's operating and software systems.

The planning record shall be provided to the individual State Office points of contact (one hard copy record, one electronic "soft" copy record) no later than June 1, 2018.

Commented [QKP4] (b)

6.0 PRICING

Government estimate attached

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Bureau of Land Management (BLM) is completing land use plan amendment processes in 8 states to address Greater sage-grouse management and conservation. This statement of work is designed to assist those offices with completion of identical work. The statement of work entails completion of the associated decision file and includes reviewing, editing, and organizing the project and planning records for each of the Colorado, Montana, Idaho, Oregon, Utah and Wyoming State Offices. California and Nevada State Offices are conducting a combined effort under one project team and would need one combined project and planning record for both offices.

1.0 BACKGROUND

The U.S. Department of lnterior, Bureau of Land Management (BLM) has initiated a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands. On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of Sage Grouse Focal Area (SFAs) in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated land use plan amendments. Any RMP amendment(s) with associated NEPA document(s) - EISs or Environmental Assessments (EAs) - developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

To help support development of a record of decision, respond to potential legal challenges, and respond to FOIA requests, the BLM has a requirement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 TASKS

This call is related to the first task in ~~the~~ BPA L15PA00170 entitled , for organization of the planning records for the BLM GRSG planning efforts. The BLM planning records for each of the 8 states require all the same and necessary tasks identified in the first call, L15PBxxxxx, under this BPA. Each state will require further assistance with culling and electronic organization of email records prior to being ready for the tasks identified in the first call. The

BLM has already accomplished significant work compiling and organizing electronic documents (not including email) that represent the common project initiation phase through the scoping phase and publication of a scoping report. Individual state office records may exist as hard copy, electronic files, and scanned documents without any discernable file structure. Likely however, BLM is gathering planning records relevant to each of the in electronic format based on the last planning effort that was completed in 2015. Additional electronic geospatial data will be part of the record, but is in a readily usable format. Email records in particular will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. The planning process is underway and the record will be incomplete until the process is completed. An ~~partial record and~~ record indexing system must be complete by **April 1, 2018** and a partial record - including records created on May 28, 2018 - must be submitted by **June 1, 2018**.

Commented [QKP1]: (b) (5) DPP

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4.0 Tasks ~~DELIVERABLES~~

The contractor will complete the following tasks:

Commented [QKP2]: (b

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress ~~reports~~ updates verbally to the COR; and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). Progress updates must include a summary of work accomplished to date and obstacles preventing timely completion of tasks. After updating the COR, it may be necessary to schedule as many as 8 bi-weekly calls with individual state-offices to discuss work accomplished and obstacles specific to each state. These calls~~is~~ will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

   a. Review and enhance, as necessary, the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
   b. Provide an ~~appropriate~~ indexing system consistent with BLM policy on project and administrative records to allow for search and retrieval of documents from the planning record. The indexing system will contain elements common to all BLM state offices and allow for state-specific record needs.
   c. Working with the BLM project leads for each plan, ensure that the planning record

Commented [QKP3]: (b)

for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.

d. Working with BLM staff in the state offices, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until project completion. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.

e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.

f. Work with BLM COR to determine the appropriate electronic file format for the indexing system and project record prior to submitting any deliverables described below to ensure compatibility with existing BLM operating systems and software.

g. Make all pdf documents OCR searchable if they are not already in that format.

h~~e~~. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

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5.0 DELIVERABLES

DELIVERY/SCHEDULE

~~The~~ A common record indexing system will~~planning record shall~~ be provided to ~~the~~ all individual State Office points of contact no later than April 1, 2018. The indexing system will be provided in electronic format compatible with BLM's operating and software systems.

The planning record shall be provided to the individual State Office points of contact (one hard copy record, one electronic "soft" copy record) no later than June 1, 2018.

Commented (b) (5) DPP

6.0 PRICING

Government estimate attached

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Bureau of Land Management (BLM) is completing land use plan amendment processes in 8 states to address Greater sage-grouse management and conservation. This statement of work is designed to assist those offices with completion of identical work. The statement of work entails completion of the associated decision file and includes reviewing, editing, and organizing the project and planning records for each of the Colorado, Montana, Idaho, Oregon, Utah and Wyoming State Offices. California and Nevada State Offices are conducting a combined effort under one project team and would need one combined project and planning record for both offices.

1.0 BACKGROUND

The U.S. Department of lnterior, Bureau of Land Management (BLM) has initiated a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands. On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated land use plan amendments. Any RMP amendment(s) with associated NEPA document(s) - EISs or Environmental Assessments (EAs) - developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

To help support development of a record of decision, respond to potential legal challenges, and respond to FOIA requests, the BLM has a requirement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 TASKS

This call is related to the first task in the BPA, for organization of the planning records for the BLM GRSG planning efforts. The BLM planning records for each of the 8 states require all the same and necessary tasks identified in the first call under this BPA. Each state will require further assistance with culling and electronic organization of email records prior to being ready for the tasks identified in the first call. The BLM has already accomplished significant work

compiling and organizing electronic documents (not including email) that represent the common project initiation phase through the scoping phase and publication of a scoping report. Individual state office records may exist as hard copy, electronic files, and scanned documents without any discernable file structure. Likely however, BLM is gathering planning records relevant to each of the in electronic format based on the last planning effort that was completed in 2015. Additional electronic geospatial data will be part of the record, but is in a readily usable format. Email records in particular will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. The planning process is underway and the record will be incomplete until the process is completed. A partial record and indexing system must be complete by **April 1, 2018**.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress reports and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). This will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

a. Review and enhance as necessary the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
b. Provide an appropriate index to allow for search and retrieval of documents from the planning record.
c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the state offices, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until project completion. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer

on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.

f. Make all pdf documents OCR searchable if they are not already in that format.

g. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

5.0 DELIVERY/SCHEDULE

The planning record shall be provided to the individual State Office points of contact no later than April 1, 2018.

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The Bureau of Land Management (BLM) is completing land use plan amendment processes in 8 states to address Greater sage-grouse management and conservation. This statement of work is designed to assist those offices with completion of identical work. The statement of work entails completion of the associated decision file and includes reviewing, editing, and organizing the project and planning records for each of the Colorado, Montana, Idaho, Oregon, Utah and Wyoming State Offices. California and Nevada State Offices are conducting a combined effort under one project team and would need one combined project and planning record for both offices.

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The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide bi-weekly progress reports and/or convene conference calls with the appropriate state office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). This will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

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c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the state offices, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until project completion. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
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on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.

f. Make all pdf documents OCR searchable if they are not already in that format.

g. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

5.0 DELIVERY/SCHEDULE

The planning record shall be provided to the individual State Office points of contact no later than April 1, 2018.

6.0 PRICING

Government estimate attached

Note: The decision file will be kept through May 28, 2018, or with in 3 months of contract award, whichever is later. This assumes that there may be public draft NEPA documents, but not public comments on such documents. An electronic copy of the records will be provided to each state and to the WO representative within 1 month of receiving the final records for inclusion in the file under this call.

BPA L15PA00170

Technical Support Services for Litigation Preparation

Base Cost (Electronic Copies)

CLIN	Description	Amount
009	Project Oversight and Planning Record Maintenance	$29,101.03
0012	Long Distance Travel and Other Direct Costs	$836.00
	Call Order Total	**$29,937.03**

Includes USB drives for all states and copies for WO representative. Includes up to 2100 records, mostly in the form of email. All records will be PDF'd for the record. Does not include time for assistance with administrative record preparation (e.g., no Bates stamping). Does not include paper record (see optional task below).

Optional Cost (per hard copy)

CLIN	Description	Amount
009	One Hard (Paper Copy)	$361.40
0012	Long Distance Travel and Other Direct Costs	$518.00
	Optional Call Order Total	**$879.40**

This optional task is the price of one paper copy of a state-specific record.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES: 1 of 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 11/27/2017

2. CONTRACT NO. *(If any)*: F17PA00028

3. ORDER NO.: 140L0618F0007

4. REQUISITION/REFERENCE NO.: 0040367703

5. ISSUING OFFICE *(Address correspondence to)*:
BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

6. SHIP TO:

a. NAME OF CONSIGNEE: BLM-OC NOC, DIVISION OF RESOURCE SE

b. STREET ADDRESS: BR OF ARCH & ENGINEERING
BLDG 50, DFC, PO BOX 25047

c. CITY: DENVER

d. STATE: CO

e. ZIP CODE: 80225-0047

7. TO: ATTN GOVERNMENT POC

a. NAME OF CONTRACTOR: ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,

b. COMPANY NAME:

c. STREET ADDRESS: 1630 30TH ST STE A

d. CITY: BOULDER

e. STATE: CO

f. Z P CODE: 80301-1045

f. SH P VIA:

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR: RFQ1176707-CHU

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: 01

10. REQUISITION NG OFFICE: FWS SCIENCE ADVISOR TO THE DIRECTOR

11. BUS NESS CLASS FICATION *(Check appropriate box(es))*

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUS NESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O B. POINT: Destination

13. PLACE OF

a. INSPECTION: Destination

b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O B. POINT ON OR BEFORE *(Date)*: 12/31/2017

16. DISCOUNT TERMS: PP30

7 CHEDULE *(See reverse f r Reje ti ns)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract # GS10F0412S Award is issued to Environmental Management and Planning Solutions, Inc (EMPSi) for the Bureau of Land Management's (BLM) Range Wide Scoping Report in response to RFQ 40367703. The contractor's quote dated Continued					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $79,879.86

21. MAIL INVOICE TO:

a. NAME: Invoice Processing Platform System

SEE BILLING INSTRUCTIONS ON REVERSE

b. STREET ADDRESS (or P.O. Box): US Department of Treasury
http://www.ipp.gov

17(i) GRAND TOTAL: $79,879.86

c. CITY:

d. STATE:

e. Z P CODE:

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*: Michelle Elliott
TITLE: CONTRACTING/ORDER NG OFFICER

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11/27/2017	F17PA00028	140L0618F0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	November 17, 2017 is incorporated into this contract as well as terms and conditions listed in the RFQ, as well as those in BPA (F17PA00028) and EMPSi's GSA Schedule GS10F0412S. The Period of Performance (POP) and milestones are in accordance with the Statement of Work; and the POP commences from date of signature through December 31, 2017. Task 1 and 1a are elected and funded. Task 2 may be elected and funded subject to the needs and funding availability of the government. Invoice Review Required: Y Admin Office: BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 Period of Performance: 11/27/2017 to 12/31/2017					
00010	Develop Range-Wide Scoping Report for SG				75,760.36	
00020	Optional Task 1a				4,119.50	
00030	Optional Task 2				0.00	
	Continued ...					

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H))

$79,879.86

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11/27/2017	F17PA00028	140L0618F0007

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The total amount of award: $79,879.86. The obligation for this award is shown in box 17(i).					

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H)) $0.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00002	See Block 16C		

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
BLM OC-NOC SVC & SUPPLY SEC(OC663) DENVER FEDERAL CENTER BLDG. 50 POB 25047 DENVER CO 80225	LNS	BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225	LNS

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Changes IAW FAR 52-212-4(c)
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
Invoice Review Required: Y
The purpose of this modification is to:

1. Extend the POP end date by 3 weeks to 2/12/2018.
2. This is a no cost extension required as a result of government-related delays caused by the Comment Analysis and Response System (CARA) malfunction, preventing contractor performance of the requirements.

Delivery: 02/12/2018
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*	
		Michelle Elliott	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 02/12/2018				

Amec Foster Wheeler Environment & Infrastructure, Inc.
Fixed Price Cost Estimate
Amec Foster Wheeler GSA Contract No. GS-00F-314CA
Amec Foster Wheeler BPA No. F17PA00026
Amec Foster Wheeler Tax ID # 91-1641772
Amec Foster Wheeler DUNS #: 038086125
Amec Foster Wheeler CAGE Code #: 1U1W9

RFQ No.: **40367703**
RFQ Title: **Range-Wide Scoping Report**
POP: **11/27/2017 - 12/31/2017**
SIN: **899-1**

Task Title	Amount
Task 1: Public Scoping Report	90,043.40
Task 1A: Public Scoping Report (OPTION, set of 250 comments)	5,355.72
Task 2: Strategy Report for Draft Alternatives and Impact Analysis (OPTION)	164,309.33
TOTAL	259,708.44

Assumptions

► Documents prepared under this SOW will be added to the Administrative Record, as appropriate. A Project Management Plan will not be prepared under this SOW.
► Amec Foster Wheeler will not be responsible for any public noticing.
► No more than 50% (2,000) of the initial 4,000 comments will require scanning of hard copies by Amec Foster Wheeler for Task 1 and at least 1,000 comments will already be in ePlanning (either entered directly by commenter or entered by BLM personnel). No more than 50% (125) of each set of 250 comments will require scanning for Task 1a.
► No more than 25 issue categories and 10 subcategories per issue category for Task 1, in addition to the three action categories specified in the RFQ. There will not be a separate set of categories for 'interest'; those will be captured under the issue categories.
► BLM will provide initial mailing list based on already completed mailings and meetings. BLM will complete any necessary mailings.
► Amec Foster Wheeler will not develop an independent catalog and tracking system for public participants and comments. We assume ePlanning will be used for this task.
► Task 1 includes two on-site meetings with BLM in Denver. One for kick-off meeting and one for reviewing Draft Scoping Report. Remainder of work for this Task will be done remotely. Additional in-person meetings are not included.
► Task 2 includes travel for two people to 8 workshops, each three days long, at 8 different locations. We assumed the 8 locations would be at the BLM state office in each state, as identified in Section 1 of the RFQ. BLM will identify and reserve meeting locations . BLM will identify and invite attendees for each workshop and will include 8-10 BLM employees. Additional workshops are not included in this cost estimate.
► Materials for use during Task 2 workshops will be provided by BLM (i.e., projector systems, white boards for brainstorming, maps and other materials to distribute), including printing of materials. Amec Foster Wheeler will develop draft agendas and sign-in sheets and provide the final agenda and sign-in sheet during each workshop.
► Weekly status reports maybe be completed via e-mail or a conference call. Monthly progress reports will also be provided.
► The Scoping Report is limited to 30 pages with only 1 printed copy of each version. The Strategy Report is limited to 100 pages with 3 printed copies provided of the final version only. Any figures or maps will be provided by BLM for inclusion in the reports.
► BLM staff will facilitate at least four Amec Foster Wheeler personnel obtaining access to ePlanning. This is necessary to complete all the comment entry and categorization within the required time period.
► The Administrative Record maintained by Amec Foster Wheeler for Task 1 pertains only to the comments received and the Scoping Report. BLM will maintain the rest of the administrative record for the public scoping process.

Amec Foster Wheeler Environment & Infrastructure, Inc.
Fixed Price Cost Estimate
Amec Foster Wheeler BPA No. F17PA00026
Amec Foster Wheeler BPA Base Yr POP: 8/1/17 - 7/31/18
Amec Foster Wheeler Tax ID # 91-1641772
Amec Foster Wheeler DUNS #: 038086125
Amec Foster Wheeler CAGE Code #: 1U1W9

RFQ No.: 40367703
RFQ Title: Range-Wide Scoping Report
POP: 11/27/2017 - 12/31/2017
SIN: 899-1

GSA Labor Category	BPA Rate	Task 1: Public Scoping Report — Task 1 Hours	Task 1: Public Scoping Report — Task 1 Cost	Task 1A: Public Scoping Report (OPTION, set of 250 comments) — Task 1A Hours	Task 1A: Public Scoping Report (OPTION, set of 250 comments) — Task 1A Cost	Task 2: Strategy Report for Draft Alternatives and Impact Analysis (OPTION) — Task 2 Hours	Task 2: Strategy Report for Draft Alternatives and Impact Analysis (OPTION) — Task 2 Cost	Total Hours	Total Cost
[redacted]									
Task Total			90,043.40		5,355.72		164,309.33		259,708.44

Travel Estimate
Amec Foster Wheeler BPA Base Yr POP: 8/1/17 - 7/31/18

Task	From/To		Airfare**	No of Trips	No of People	No of Days	No of Cars	R/T Mileage	Per-Diem M&IE	Per-Diem Lodging
Task 1: Public Scoping Report	AUS and LAS/DEN									
[redacted]										

Per Diem - Includes Meals and Lodging

**14 Day Adv. Non-Refundable

Based on Federal Travel Regulations
Maximum Per Diem Rate

[redacted]	$50.00	/Day
Local Mileage	$0.535	/Mile
Taxi/Shuttle	$20.00	/R/T

EMPSi Price Proposal (Evaluation Factor 2) for:

Range-wide Scoping Report

RFQ 40367703



Submitted to:
Michelle Elliott
Contracting Officer Lead
BLM National Operations Center
Denver Federal Center, Building 50
Denver, CO 80225-0047

Prepared by:
Environmental Management and Planning Solutions, Inc.
3775 Iris Ave, Suite 1A
Boulder, Colorado 80301

November 17, 2017

BLM Scoping and NEPA Experts!

Factor 2 - Pricing

Labor Costs		Base Contract Rate* 1 May 2017 - 30 Apr 2018			TASK 1		TASK 1A (option)		TASK 2 (option)	
Contract Labor Category	Corresponding GSA Labor Category	Contract Labor Rate	% Discount	Discounted Contract Labor Rate*	Estimated # of Hours	Total Cost Task 1	Estimated # of Hours	Total Cost Task 1A	Estimated # of Hours	Total Cost Task 2
Supervisor/Manager	Principal Scientist / Engineer L3	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
		Subtotal Labor Cost				[redacted]		[redacted]		[redacted]
[redacted]	[redacted]			[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
		Subtotal ODCs				[redacted]		[redacted]		[redacted]
		TOTAL COST				**$75,760.36**		**$4,119.50**		**$131,217.36**

Assumptions:

Task 1: Kick off meeting in Denver

Tasks 1A and 2 would be awarded and period of performance would end by April 30, 2018.

Task 2: 2 EMPSi staff will attend each workshop (eight 3-day workshops total).

All submittals will be electronic (e.g., PDF). Draft doucments will not be 508 compliant. Final doucments will be 508

One Strategy Report is prepared for each State Office within the rage of Greater Sage-Grouse.

This page contains trade secrets or confidential commercial and financial information which the offeror believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 03/30/2018

2. CONTRACT NO. *(If any)*: L15PA00170

3. ORDER NO.: 140L0618F0048

4. REQUISITION/REFERENCE NO.: 0040378204

5. ISSUING OFFICE *(Address correspondence to)*:
BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BUILDING 50
PO BOX 25047
DENVER CO 80225

6. SHIP TO:

a. NAME OF CONSIGNEE: BLM-OC NOC, DIVISION OF RESOURCE SE

b. STREET ADDRESS: BR OF ARCH & ENGINEERING
BLDG 50, DFC, PO BOX 25047

c. CITY: DENVER

d. STATE: CO

e. ZIP CODE: 80225-0047

7. TO: David Batts

a. NAME OF CONTRACTOR: ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,

b. COMPANY NAME:

c. STREET ADDRESS: 1630 30TH ST STE A

d. CITY: BOULDER

e. STATE: CO

f. Z P CODE: 80301-1045

f. SH P VIA:

8. TYPE OF ORDER

☐ a. PURCHASE
REFERENCE YOUR:

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.

☒ b. DELIVERY

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA: 01

10. REQUISITION NG OFFICE: BLM-WO WASHINGTON OFFICE*

11. BUS NESS CLASS FICATION *(Check appropriate box(es))*

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUS NESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM ☐ h. EDWOSB

12. F.O B. POINT: Destination

13. PLACE OF

a. INSPECTION: Destination

b. ACCEPTANCE: Destination

14. GOVERNMENT B/L NO.:

15. DELIVER TO F.O B. POINT ON OR BEFORE *(Date)*: 10/31/2018

16. DISCOUNT TERMS: PP30

7 CHEDULE *(See reverse f r Reje ti ns)*

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract # GS 10F 0412S Legacy Doc #: BLM CO Invoice Review Required Y Continued					

18. SHIPPING POINT:

19. GROSS SHIPPING WEIGHT:

20. INVOICE NO.:

17(h) TOTAL *(Cont. pages)*: $29,937.03

21. MAIL INVOICE TO:

a. NAME: Invoice Processing Platform System

SEE BILLING INSTRUCTIONS ON REVERSE

b. STREET ADDRESS (or P.O. Box): US Department of Treasury
http://www.ipp.gov

17(i) GRAND TOTAL: $29,937.03

c. CITY:

d. STATE:

e. Z P CODE:

22. UNITED STATES OF AMERICA BY *(Signature)*

23. NAME *(Typed)*: Kirsten Quinones

TITLE: CONTRACTING/ORDER NG OFFICER

MPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/30/2018	L15PA00170	140L0618F0048

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225 Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 Period of Performance: 03/30/2018 to 10/31/2018					
00010	GRSG Project Oversight and Planning Record Maintenance TRAVEL IN SUPPORT OF PROJECT				29,101.03	
00020	Long Distance Travel and Other Direct Costs Quoted 836.00				836.00	
00030	Optional Line Item One Hard (Paper Copy) $361.40 per hard copy Amount: $361.40(Option Line Item) 90 Days After Award				0.00	
00040	Optional Line Item Long Distance Travel and Other Direct Costs $518.00 Amount: $518.00(Option Line Item) 90 Days After Award The total amount of award: $30,816.43. The obligation for this award is shown in box 17(i).				0.00	

TOTAL CARR ED FORWARD TO 1ST PAGE (ITEM 17(H)) $29,937.03

St George, Brian <bstgeorg@blm.gov>

F17-PA00028_140L0618F0007, BLM Award for the Range-Wide Scoping Report

1 message

Elliott, Michelle <melliott@blm.gov> Mon, Nov 27, 2017 at 3:37 PM
To: Kate Krebs <kate.krebs@empsi.com>, David Batts <david.batts@empsi.com>
Cc: Elizabeth Finley <emfinley@blm.gov>, "St George, Brian" <bstgeorg@blm.gov>, John Wilson <johnwilson@blm.gov>, Jerry Perry <jerry_perry@fws.gov>

Good Afternoon EMPSi,

The Bureau of Land Management is pleased to notify you of our award to your firm for the subject requirement.

Attached is the executed award and statement of work.

Please note the award schedule anticipated a kick off meeting for today - kindly please share with me your availability for Tues. and Wed. of this week and I will arrange a meeting time suitable to all.

Thank you very much for your support!

MICHELLE ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

2 attachments

BPA-C_F17PA00028_140L0618F0007 CO Signed.pdf
201K

RFQ 40367703 Range Wide Scoping Report SOW.pdf
211K

EMPS inc.
Bringing Clarity to the Complex™

Environmental Management and Planning Solutions, Inc.
1 Embarcadero Center, Suite 2830
San Francisco, CA 94111

Bureau of Land Management, National Operations Center
Denver Federal Center, Bldg 50, PO Box 25047
Denver, CO 80225
COR: John Wilson

Invoice No.: F-0265-Dec17
Date: December 31, 2017

Contract No.: F17PA00028
Order No.: 140L0618F0007
Submitted via IPP

Project Title: Greater Sage-Grouse Scoping Report
Billing Period: November 28 - December 31, 2017

	Contract Line Item #	Contract Amount	% Complete This Month	Current Invoice Amount	Percent of Completion	Cumulative Invoice Amount
Task 1: Scoping Report	00010	$75,760.38	95.00%	$71,972.36	95.00%	$71,972.36
Task 1a: Additional Scoping Comments	00020	$4,119.50	100.00%	$4,119.50	100.00%	$4,119.50
Total		$79,879.88	95.3%	$76,091.86	95%	$76,091.86

Summary of work performed:

See attached MSR.

Total Amount of Completion:	*$76,091.86*
Amount Previously Invoiced:	*$0.00*
TOTAL AMOUNT NOW DUE:	**$76,091.86**

For further information, please contact:
David Batts
(303) 447-7160

Remit to:
Environmental Management and Planning Solutions
182 Howard Street, Suite 110
San Francisco, CA 94105

MONTHLY STATUS REPORT

Greater Sage-Grouse Scoping Report

December 2017

Client:	BLM, National Operations Center	EMPSi Contacts:	David Batts; Kate Krebs
Location:	Denver, Colorado	Client Contacts:	Brian St. George; John Wilson
Contract:	F17PA00028	Contracting Officer:	Michelle Elliott
Order No:	140L0618F0007		

1. Progress during November – December 2017

- Received contract award (November 27)
- Attended post award conference (November 28)
- Submitted draft issue tree outline for review and comment (December 4)
- Received BLM comments on draft issue tree outline (December 4)
- Parsed and analyzed all comments (1,041 unique submissions and 4,691 substantive comments)
- Attended state leads conference call (December 14)
- Submitted draft issue statements for review and comment (December 14)
- Received BLM comments on draft issue statements (December 15)
- Developed and submitted draft scoping report (December 19)
- Received BLM comments on draft scoping report (December 22)
- Revised and submitted final scoping report (December 28)
- Submitted state-specific excerpted comments (December 29)

2. Activities planned for January 2018

- Upload scoping submissions to the project website
- Submit project record for scoping

3. Notes/Issues

- Received a no-cost period of performance extension through January 22, 2018, to complete the remaining tasks.

4. Submittals

Submittal	*Date Submitted*
Draft issue tree outline for review and comment	December 4, 2017
Draft issue statements for review and comment	December 14, 2017
Draft scoping report	December 19, 2017
Final scoping report	December 28, 2017
State-specific excerpted comments	December 29, 2017

5. Meetings

Meeting	*Date*
Post award conference	November 28, 2017
State leads conference call	December 14, 2017

Elliott, Michelle <melliott@blm.gov>

RE: [RFQ DUE 10JAN18, 12PM MST] F17PA00028_140L0618F0007, Range Wide Scoping Report

1 message

David Batts <david.batts@empsi.com> Wed, Jan 10, 2018 at 11:04 AM
To: "Elliott, Michelle" <melliott@blm.gov>, Kate Krebs <kate.krebs@empsi.com>
Cc: Elizabeth Finley <emfinley@blm.gov>, John Wilson <johnwilson@blm.gov>, David Batts <david.batts@empsi.com>

Hello Michelle,

Per your email, EMPSi understands that based on the scoping results and upper management decisions, the BLM may need flexibility on determining which and how many workshops and reports will be needed under Task 2 of the contract. Attached is a revised cost break down for a per meeting basis. Please note, that we lose some of the economy of scale under this approach. Originally out cost was based on a report primarily based on similarities between the subregions (e.g., many similar alternative components, similar planning criteria, and similar issues that would drive the impact analysis strategy, including which resources to include to exclude). Based on the scoping input, we understand that there is variability within each subregion which will likely produce unique alternatives, criteria, and issues for analysis. As such, we anticipate that each subregion will have a standalone strategy report focused specifically on their needs. This will require additional time. As always, we are available and happy to visit with you if additional clarification or negotiation is needed.

Thank you for your time and help!

David Batts
Please note our new street address:

EMPSi Environmental Management and Planning Solutions, Inc.
3005 Center Green Drive, Suite 205
Boulder, CO 80301
tel: 303-495-3479 main: 303-447-7160 fax: 866-625-0707 cell: 303-652-7047

www.EMPSi.com Twitter: EMPSInc Facebook: EMPSi

Bringing clarity to the complex ™

GSA Contract GS10F-0412S

Albuquerque Denver Portland Reno San Francisco Santa Fe Washington, DC

PLEASE NOTE: This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.

From: Elliott, Michelle [mailto:melliott@blm.gov]
Sent: Monday, January 8, 2018 6:22 PM
To: Kate Krebs <kate.krebs@empsi.com>
Cc: David Batts <david.batts@empsi.com>; Elizabeth Finley <emfinley@blm.gov>; John Wilson <johnwilson@blm.gov>
Subject: [RFQ DUE 10JAN18, 12PM MST] F17PA00028_140L0618F0007, Range Wide Scoping Report

Dear EMPSi,

The BLM seeks a revised pricing quote for Optional Task 2 of the subject contract:

I do apologize for the re-work and any inconvenience. Please note the aggressive timeline. As you know this is an ever changing political climate which inevitably affects our established contracts. Currently, pricing is reflected by labor category/rate and estimated # of hours, followed by travel. We do wish to see this breakdown; however, please provide a pricing breakdown per meeting rather than the lump sum breakdown. Please reflect the corresponding labor category/rate and estimated # of hours, travel (x 8 meetings). The BLM requires this flexibility as there may be a variance of what each state requires with regard to planning processes.

Please contact me with any questions.

I will be on travel the 10th for the remainder of the week and will be available intermittently via email. My telephone will be forwarded if you wish to reach me by phone during this time. Thank you in advance.

Sincerely,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

Mod002_Cost.pdf
71K

STATEMENT OF WORK

Technical Support Services for Litigation Preparation

This call is for the second task within the Blanket Purchase Agreement (BPA) #L15PA00170. The BLM is in the process of completing the final plans and Records of Decision (RODs) for 14 land use plan amendments and revisions. The decision records for this effort span 10 states and the BLM-Washington Office and Department of the Interior over the past four years. The RODs are anticipated to be controversial and litigation and FOIA requests are expected. The RODs will be completed in late summer 2015. The BLM expects litigation immediately upon completion of the RODs, and it is expected that Administrative Records (ARs) will be needed before the end of the calendar year. Under this call, the first AR necessary to respond to the initial litigation will be compiled, based on the planning records organized for the BLM GRSG planning records. The first AR will be completed by December 14, 2015.

1.0 BACKGROUND

The Bureau of Land Management, through their National Greater Sage-Grouse Planning Strategy, recently finalized 14 Environmental Impact Statements (EISs) and Proposed Plans across ten states in the Western United States. The purpose and need for completing the EISs was to respond to the USFWS's March 2010 "warranted, but precluded" ESA listing petition decision. Inadequacy of regulatory mechanisms was identified as a significant threat in the USFWS finding. Regulatory mechanisms were identified as conservation measures embedded in LUPs. Changes in management of GRSG habitats are necessary to avoid the continued decline of populations across the species' range. Of the 14 plans, eight are plan amendments, specifically for GRSG conservation (Oregon, Idaho/SW Montana, Utah, Nevada/NE California, NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six are full plan revisions, including GRSG conservation (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

Records of Decision (RODs) and Approved Plans will be signed by late summer 2015. It is anticipated that there will be two RODs, split between the Great Basin Region which includes four amendments (Oregon, Idaho/SW Montana, Utah, Nevada/NE California), and the Rocky Mountain Region which includes four EIS Amendments (NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six EIS Revisions (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

The Approved Plans and the RODs are anticipated to be extremely controversial. The BLM expects to receive legal challenges to the RODs from a variety of interest groups, governments, and individuals. To help respond to the legal challenges and FOIA requests, the BLM has Blanket Purchase Agreement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Records for litigation and FOIA responses. The first call

of the BPA is for completion of the decisions records. This call will build upon that, in developing the AR from the planning records.

2.0 TASKS

The contractor will begin to finalize the planning records for the 14 EISs and WO beginning in mid-September. Because of the short time frame, between completion of the decision records on November 30 and the expected due date of the AR in mid-December, the development of the AR will run concurrent with completion of the decision records.

3.0 OBJECTIVES

The objective of this SOW is to complete the AR for the anticipated first litigation, due in mid-December.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Working with the BLM and DOI SOL, identify the parameters necessary to develop the AR by September 30, 2015.
2. Develop the AR, pulling as necessary from the planning records for the 14 EISs and the WO decision record.
3. De-duplicate, index, and Bate Stamp all records
4. The first draft of the AR will be provided to the COR for review by the December 2, 2015.
5. The BLM will submit comments and edits to the contractor by December 9, 2015.
6. Incorporate comments and edits by the BLM and submit the final by COB December 14, 2015.

5.0 DELIVERY/SCHEDULE

In the base year, under this second call and by December 14, 2015, prepare and submit to the BLM the planning record, as described in #6 above.

STATEMENT OF WORK

Technical Support Services for Litigation Preparation

This call is for the second task within the Blanket Purchase Agreement (BPA) #L15PA00170. The BLM is in the process of completing the final plans and Records of Decision (RODs) for 14 land use plan amendments and revisions. The decision records for this effort span 10 states and the BLM-Washington Office and Department of the Interior over the past four years. The RODs are anticipated to be controversial and litigation and FOIA requests are expected. The RODs will be completed in late summer 2015. The BLM expects litigation immediately upon completion of the RODs, and it is expected that Administrative Records (ARs) will be needed before the end of the calendar year. Under this call, the first AR necessary to respond to the initial litigation will be compiled, based on the planning records organized for the BLM GRSG planning records. The first AR will be completed by December 14, 2015.

1.0 BACKGROUND

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The Approved Plans and the RODs are anticipated to be extremely controversial. The BLM expects to receive legal challenges to the RODs from a variety of interest groups, governments, and individuals. To help respond to the legal challenges and FOIA requests, the BLM has Blanket Purchase Agreement for technical expertise for the purposes of preparing the planning record and subsequent Administrative Records for litigation and FOIA responses. The first call

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The contractor will begin to finalize the planning records for the 14 EISs and WO beginning in mid-September. Because of the short time frame, between completion of the decision records on November 30 and the expected due date of the AR in mid-December, the development of the AR will run concurrent with completion of the decision records.

3.0 OBJECTIVES

The objective of this SOW is to complete the AR for the anticipated first litigation, due in mid-December.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Working with the BLM and DOI SOL, identify the parameters necessary to develop the AR by September 30, 2015.
2. Develop the AR, pulling as necessary from the planning records for the 14 EISs and the WO decision record.
3. De-duplicate, index, and Bate Stamp all records
4. The first draft of the AR will be provided to the COR for review by the December 2, 2015.
5. The BLM will submit comments and edits to the contractor by December 9, 2015.
6. Incorporate comments and edits by the BLM and submit the final by COB December 14, 2015.

5.0 DELIVERY/SCHEDULE

In the base year, under this second call and by December 14, 2015, prepare and submit to the BLM the planning record, as described in #6 above.

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Billings Field Office (BiFO) of the Bureau of Land Management (BLM) has completed the Billings Field Office Approved Resource Management Plan (ARMP). This statement of work is to assist the BiFO with completion of the associated decision file and includes reviewing, editing, and organizing the planning records for the BiFO.

1.0 BACKGROUND

The BiFO was in the midst of completing a full resource management plan revision when the National Sage Grouse Planning Strategy was initiated. Rather than amend the existing, outdated resource management plan, The BiFO opted to complete the revision and include the national Sage Grouse measures as part of that plan.

The Billings RMP was approved as part of the Rocky Mountain Region Record of Decision in September of 2015. On February 25, 2016 the Billings ARMP was also included in the litigation initiated by Western Watershed Project, et al, challenging all of the planning documents related to the Sage Grouse Conservation effort. To help respond to the legal challenges and FOIA requests, the BiFO has a requirement for non-personal services for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

2.0 TASKS

This call is related to the first task in the BPA, for organization of the planning records for the BLM GRSG planning efforts, including preparation of the BLM-Washington Office Decision Record.

The BiFO planning records require all of the necessary tasks identified in the first call under this BPA, but they further require assistance with culling and electronic organization of the records prior to being ready for the tasks identified in the first call. The records currently exist as approximately 20 cubic feet of hard copies (loosely organized as one resource subject area per box). Those same records also exist as 9.5 GB of scanned documents on compact discs without any discernable file structure. It may be necessary to re-scan the documents in order to develop the complete planning record. Additional electronic data is part of the record, but is in a readily usable format. The records will need to be reviewed, de-duplicated, checked for completeness, organized, and included in the planning record.

After the planning record is complete, it will be used to develop the Administrative Record for litigation as needed, as well as respond to FOIA requests.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record in preparation for subsequent AR and FOIAs. Time is of the essence to complete the planning record, as it will be the foundation for the AR and FOIA responses. The planning record must be complete by **August 1, 2016**.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager with the ability to respond to the following: Provide weekly progress reports and/or convene conference calls with Billings Field Office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). This will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record for the Billings Field Office, including:

   a. Review and enhance, as necessary, the existing format for the BLM planning record, which will be used as the base system for AR and FOIA requests.
   b. Working with BiFO staff, collect all records relevant to the planning effort, including translating electronic files to .pdf and scanning paper records to .pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be provided in one lot. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
   c. Provide an index to allow for search and retrieval of documents from the planning record.
   d. Working with the BiFO project lead, ensure that the planning record is complete, including/excluding documents (based upon a review of the Billings ARMP) and organizing in a consistent manner with other plans involved in the above reference litigation.
   e. The BLM will submit comments and edits to the contractor by July 15, 2016.
   f. Incorporate comments and edits by the BLM and submit the final planning record by COB August 1, 2016.

5.0 DELIVERY/SCHEDULE

The planning record shall be provided to the Billings Field Office no later than August 1, 2016.

6.0 PRICING

IAW attached quote from EMPSi dated 5/2/16.

STATEMENT OF WORK

Technical Support Services for GRSG Litigation Preparation

The Billings Field Office (BiFO) of the Bureau of Land Management (BLM) has completed the Billings Field Office Approved Resource Management Plan (ARMP). This statement of work is to assist the BiFO with completion of the associated decision file and includes reviewing, editing, and organizing the planning records for the BiFO.

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The Billings RMP was approved as part of the Rocky Mountain Region Record of Decision in September of 2015. On February 25, 2016 the Billings ARMP was also included in the litigation initiated by Western Watershed Project, et al, challenging all of the planning documents related to the Sage Grouse Conservation effort. To help respond to the legal challenges and FOIA requests, the BiFO has a requirement for non-personal services for technical expertise for the purposes of preparing the planning record and subsequent Administrative Record for litigation and FOIA responses.

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1. Appoint a project manager with the ability to respond to the following: Provide weekly progress reports and/or convene conference calls with Billings Field Office staff (attorneys from the Department of the Interior Regional Solicitor's Office (DOI SOL) may also be in attendance as necessary). This will be accomplished in order to resolve questions or provide clarification on matters of interest.

2. Working with the BLM and DOI SOL, complete and organize the planning record for the Billings Field Office, including:

   a. Review and enhance, as necessary, the existing format for the BLM planning record, which will be used as the base system for AR and FOIA requests.
   b. Working with BiFO staff, collect all records relevant to the planning effort, including translating electronic files to .pdf and scanning paper records to .pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be provided in one lot. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
   c. Provide an index to allow for search and retrieval of documents from the planning record.
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   e. The BLM will submit comments and edits to the contractor by July 15, 2016.
   f. Incorporate comments and edits by the BLM and submit the final planning record by COB August 1, 2016.

5.0 DELIVERY/SCHEDULE

The planning record shall be provided to the Billings Field Office no later than August 1, 2016.

6.0 PRICING

IAW attached quote from EMPSi dated 5/2/16.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00001	See Block 16C		

6. ISSUED BY CODE LNS

BLM OC-NOC SVC & SUPPLY SEC(OC663)
DENVER FEDERAL CENTER
BLDG. 50
POB 25047
DENVER CO 80225

7. ADMINISTERED BY *(If other than Item 6)* CODE LNS

BLM OC NOC SVC & SUPPLIES(OC663)
DENVER FEDERAL CENTER
BUILDING 50
POB 25047
DENVER CO 80225

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)*
01

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Changes IAW FAR 52-212-4(c)
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is to:

1. Extend the POP end date by approximately 3 weeks to 1/22/2018.
2. This is a no cost extension required as a result of government-related delays caused by the Comment Analysis and Response System (CARA) malfunction, preventing contractor performance of the requirements.

Invoice Review Required: Y
Delivery: 01/22/2018
Payment Terms:
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*	16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*
David Batts, Principal	Michelle Elliott

15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)	12/26/17	*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US Account Assignm: K G/L Account: 6100.252R0 Business Area: L000 Commitment Item: 252R00 Cost Center: LLWO200000 Functional Area: L11100000.PH0000 Fund: 18XL1109AF Fund Center: LLWO200000 Project/WBS: LX.SG.PL000000 PR Acct Assign: 01 FOB: Destination Period of Performance: 11/27/2017 to 01/22/2018				

Michelle Elliott Log Out

Entity Dashboard

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Environmental Management and Planning Solut

DUNS: 623557639 CAGE Code: 4CYX4
Status: Active

1630 30th St Ste A
Boulder, CO, 80301-1045 ,
UNITED STATES

Expiration Date: 04/05/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Environmental Management and Planning Solutions, Inc.
Doing Business As: EMPSI
Business Type: Business or Organization
Last Updated By: John King
Registration Status: Active
Activation Date: 04/05/2017
Expiration Date: 04/05/2018

Exclusion Summary

Active Exclusion Records? No

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **12/21/2017**

Document Type: (Check One)

Solicitation Contract ☐ x Other – Modification P00001
Document Number:

Originating Contract Specialist: M. Elliott

Review assigned to: E. Larson by EL Initials
The above acquisition document has been reviewed by the undersigned for compliance with applicable acquisition regulations, policies and procedures.

Reviewing Contract Specialist:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
	See Attached	

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
	No memo to file for the mod	

Branch Chief:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

- (b)5

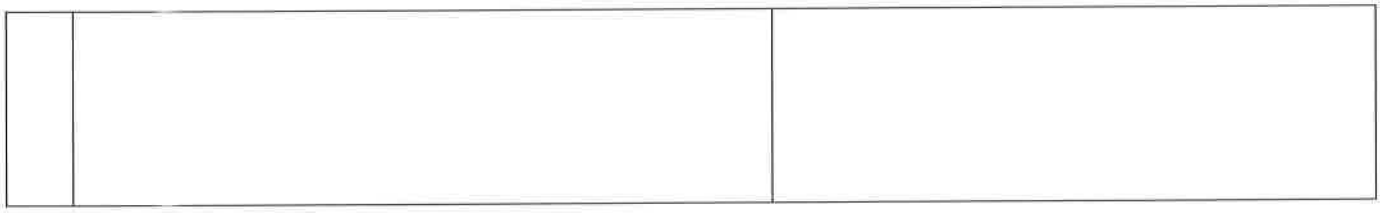
Acquisition and Assistance Legal Review Form (Rev. Oct. 2015)

Bureau/Office	Contracting Officer and/or Specialist	Telephone/Fax
BLM	Michelle Elliott	3032366402

Previous Attorney (if applicable):	
Contract and/or Mod. No(s):	
Agency Tracking No (if applicable):	
Value of Contract or Action(s):	**$0**

Contractor and/or Project Name or Description:	**140L0618F0007 BLM-Wide Scoping Report GSG**	**Date Submitted:**	12/21/2017

REVIEW TYPE – *CHECK ALL APPLICABLE*		ATTORNEY LEGAL REVIEW	
☐	**Solicitation/Source Selection Plan**	☑	Legally Sufficient
☐	**Source Selection Decision**	☐	Legally Sufficient *Subject to comments and/or risk analysis* (see Comments)
☐	**Contract** (award document)	☐	Legally Insufficient (*see* Comments)
☒	**Option/Mod:** ☒ In-Scope ☐ Out-of-Scope ☐ Unclear	**ATTORNEY**	Paul Ay
☐	**Funding Issue:** ☐ Proper Year ☐ Bona Fide Need ☐ Other	**DATE**	12/26/17
☐	**Other than Full-and-Open Competition:** ☐ FAR 6.3 ☐ FAR 8.4 ☐ Other	**ATTORNEY COMMENTS**	
	Performance-Related: ☐ Cure/Show Cause ☐ Other Correspondence ☐ Default Termin. ☐ Convenience Termin.	This PoP is a change due to a Gov't caused delay. You may want to include the reasoning why there is no increased cost to the contractor? I understand it is only a 33 day extension; but the question of why there are no increased costs, should be addressed.	
☐	**Contractor Claim or Agency-Level Protest**		
☐	**Ratification**		
☐	**Assistance Agreement:** ☐ Cooperative Agreement ☐ Grant **(Please include clear statement of authority)**		
☐	**Interagency Agreement, MOU, Etc:** ☐ Econ. Act ☐ Non-Econ. Act ☐ International ☐ MOA or MOU **(Please include funding docs, D&F, etc.)**		
☐	**Indian Affairs-Related:** ☐ P.L. 638 ☐ P.L. 297 ☐ Other		
☐	**Other (or further explanation of above):**		



MEMORANDUM- Justification for Period of Performance Modification

December 27, 2017

To: Files

From: Contracting Officer, BLM NOC Acquisitions (OC-663)

Subject: 140L0618F0007_BLM Wide Scoping Report_Period of Performance Extension

A. Background: The NOC awarded the subject order to EMPSi (F17PA00028) in the amount of $79,879.86 for Scoping services. The overall order value including Optional Tasks is $131,217.36. The order was awarded on 11/27/2017 with a performance period end date of 12/31/2017.

B. Modification Purpose: The purpose of this modification is to extend the performance period by approximately three weeks to 1/22/2018.

C. Reason for Delay: During the performance period of this contract, a technical glitch with the CARA comment system occurred, requiring repair by the BLM. The contractor was unable to complete certain aspects of the work while BLM fixed the glitch. No costs were incurred during that interim period because the contractor could focus on other tasks. Priorities were rearranged in order to simply rearranged priorities. Now that a repair has been affected to CARA, the contractor needs a bit more time to complete those aspects of work that were put on hold.

D. Associated Costs to the BLM: EMPSi does not seek additional expenses due to the change in performance dates. The modification is being executed bilaterally.

Submitted By:

Re: No cost extension Re: Draft Scoping Report for Greater Sage-Grouse RMPAs (F17PA00028)

1 message

Wilson, John <johnwilson@blm.gov> Wed, Dec 20, 2017 at 11:20 AM
To: "Ha haway, Ryan" <rhathaway@blm.gov>
Cc: "St George, Brian" <bstgeorg@blm.gov>, Michelle Elliott <melliott@blm.gov>

That works Ryan. Thanks for quick reply.

On Wed, Dec 20, 2017 at 11 03 AM, Hathaway, Ryan <rhathaway@blm.gov> wrote:

> The BLM's internal Comment Analysis and Response System malfunctioned when incorporating documents that were attached to comment letters submitted via email or through the ePlanning system. EMPSI needs additional time to finalize he comment summaries and fully synthesize information for the scoping report and issue summaries as a result of the delay. Especially because the deadline for a scoping report required EMPSI to table he finalization of organizing he comments and associated materials until after finalizing the ini ial scoping report.
>
> Does that language work?
>
> R
>
> Ryan Hathaway
> Planning and Environmental Analyst
> Bureau of Land Management
> (202) 912-7289 (w)
>
> On Wed, Dec 20, 2017 at 12:52 PM, Wilson, John <johnwilson@blm gov> wrote:
>
> > Hi Brian.
> >
> > I spoke with Michelle and she can put together a no cost extension today before she leaves for holidays but needs a justification blurb on why we need it. If I don't hear from you or Ryan within a few hours I can put together the justification but I was a little fuzzy on the details (CARA issues only?). Also because the POP from the award is only 34 days (11/27 to 12/31) and the extension is for more than 25% of the original POP there will have to be solicitor review.
> >
> > Cheers!
> >
> > On Wed, Dec 20, 2017 at 5:30 AM, St George, Brian <bstgeorg@blm.gov> wrote:
> >
> > > Good morning. Attached is he draft scoping report for review! I don't expect that all of you will be able to complete a review prior to Friday, but I don't want to miss anyone who has the opportunity.
> > >
> > > **Comments due Friday by COB**. Please copy me if you send comments directly to EMPSi.
> > >
> > > Thank you for your efforts and have a happy Christmas!
> > > ~ bsg
> > >
> > > Brian St George
> > > Bureau of Land Management
> > > m (970) 275-2215
> > > o (303) 239-3768
> > >
> > > ---------- Forwarded message ----------
> > > From: **Kate Krebs** <kate.krebs@empsi.com>
> > > Date: Tue, Dec 19, 2017 at 10:33 AM
> > > Subject: Draft Scoping Report for Greater Sage-Grouse RMPAs
> > > To: "St George, Brian" <bstgeorg@blm.gov>
> > > Cc: John Wilson <johnwilson@blm.gov>, "rhathaway@blm.gov" <rhathaway@blm.gov>, David Batts <david.batts@empsi.com>
> > >
> > > Brian:
> > > EMPSi is pleased to submit the Draft Scoping Report for Potential Modifications to Land Use Plans Regarding Greater Sage-Grouse Conservation. I am also attaching a comment form. We can discuss each of these items on the call this afternoon. We look forward to receiving BLM's comments on the draft report by COB Friday, December 22.
> > >
> > > As always, please let David or me know if you have any questions.
> > >
> > > Kate
> > >
> > > **Kate Krebs**
> > > EMPSi Environmental Management and Planning Solutions, Inc.
> > > Please note our new street address:
> > > 3005 Center Green Drive, Suite 205
> > > Boulder, CO 80301
> > > tel: 303-447-7160 fax: 866-625-0707
> > >
> > > www.EMPSi.com Twitter: EMPSInc Facebook: EMPSi
> > >
> > > ***Bringing clarity to the complex*** ™
> > >
> > > *GSA Contract GS10F-0412S*
> > >
> > > Albuquerque Denver Portland Reno San Francisco Santa Fe Washington, DC

PLEASE NOTE: This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.

--
John M Wilson
Wildlife Biologist, OC-570
VMAP Project Coordinator
Division of Resource Services
BLM Na ional Opera ions Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047
(W) (303) 236-6330
(F) (303) 236-1974

“An experiment is a question which science poses to Nature and a measurement is the recording of Nature's answer.”
— Max Planck, Scien ific Autobiography and Other Papers

--
John M Wilson
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(W) (303) 236-6330
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“An experiment is a question which science poses to Nature and a measurement is the recording of Nature's answer.”
— Max Planck, Scientific Autobiography and O her Papers

Re: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001

1 message

Brian St George <bstgeorg@blm.gov> Tue, Dec 26, 2017 at 2:40 PM
To: "Wilson, John" <johnwilson@blm gov>
Cc: "Elliott, Michelle" <melliott@blm.gov>, Ryan Hathaway <rhathaway@blm gov>

Hi folks. Yes, the rationale we provided explains a technical glitch with the CARA comment system that needed to be repaired by BLM. The contractor was unable to complete certain aspects of the work while BLM fixed the glitch. No costs were incurred during hat interim period because the contractor could focus on other tasks. We simply rearranged priorities. Now that a repair has been affected to CARA, the contractor needs a bit more time to complete hose aspects of work that were put on hold.

Brian St George
Bureau of Land Management
970-275-2215 (mobile)
303-239-3768

Sent from my iPad. Please excuse typos!

On Dec 26, 2017, at 2:10 PM, Wilson, John <johnwilson@blm.gov> wrote:

> Hi Michelle.
>
> Bryan will have to answer this. The rationale regarding needing additional time is all I know.
>
> Hope you had a jolly xmas!
>
> On Tue, Dec 26, 2017 at 1:30 PM, Elliott, Michelle <melliott@blm gov> wrote:
> Hi Sirs,
>
> Can anyone tell me how we arrived at no cost on this mod for the time ext.? Solicitor inquiring.
>
> Was the ktr standing by while CARA down?
>
> Best,
>
> **MICHELLE E. ELLIOTT** | CONTRACTING OFFICER LEAD
>
> NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)
>
> ---------- Forwarded message ----------
> From: **Sax, Paul** <paul.sax@sol doi.gov>
> Date: Tue, Dec 26, 2017 at 1:09 PM
> Subject: Fwd: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001
> To: "Elliott, Michelle" <melliott@blm.gov>, Lori Dvorak <lori dvorak@sol doi.gov>
>
> Michelle,
>
> Please see legal review attached.
>
> Respectfully,
>
> */s/ Paul Sax*
> Paul Sax
> Attorney Advisor
> U.S. Department of the Interior
> Office of the Solicitor- Rocky Mountain Region
> 755 Parfet St., Ste. 151
> Lakewood, Colorado 80215
> Telephone: 303-445-0632
> Fax: 303-231-5363
> paul.sax@sol.doi.gov
>
> ---------- Forwarded message ----------
> From: **Denver, SOL-** <sol-denverprocurement@sol.doi.gov>
> Date: Tue, Dec 26, 2017 at 1:05 PM
> Subject: Fwd: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001
> To: Paul Sax <paul.sax@sol.doi.gov>
>
> SOL-RMR, Denver Procurement Attorneys
> Main office number: **303-445-0600**, FAX: 303-231-5363 **<----------NOTE NEW OFFICE NUMBERS**
> 755 Parfet Street, Suite 151, Lakewood, CO 80215
> Lisa Buechler x0602
> Colleen Burnidge x0603
> Ryan "RJ" Chance x0605
> Alex Fichtel x0611
> Paul Sax x0632
> Amy Siadak x0633

---------- Forwarded message ----------
From: **Elliott, Michelle** <melliott@blm.gov>
Date: Thu, Dec 21, 2017 at 3:49 PM
Subject: Solicitor Review Request 140L0618F0007 Scoping Report GSG\P00001
To: SOL- Denver <sol-denverprocurement@sol.doi.gov>

Good Afternoon Solicitor's Office,

Attached please find for your review documents supporting modification to the subject contract.

This is a no-cost POP extension which will need to take place prior to 12/31/17.

Thank you in advance and please let me know if you have any questions.

Sincerely,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

--
John M Wilson
Wildlife Biologist, OC-570
VMAP Project Coordinator
Division of Resource Services
BLM Na ional Operations Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047
(W) (303) 236-6330
(F) (303) 236-1974

“An experiment is a question which science poses to Nature and a measurement is the recording of Nature's answer.”
— Max Planck, Scien ific Autobiography and Other Papers

RE: BLM-Wide Scoping Call, Mod P1

1 message

Kate Krebs <kate.krebs@empsi.com> Tue, Dec 26, 2017 at 2:39 PM
To: "Elliott, Michelle" <melliott@blm.gov>, David Batts <david.batts@empsi.com>

Hi Michelle:

I received the modification; David is out this week but checking emails in the evening so I suspect that he will be able to digitally sign this.

We determined that this was a no-cost extension because we had anticipated the work (preparing comment submissions for posting online and preparing files for inclusion in the BLM decision record) in our price proposal. The extension is needed because work on the BLM side and our side is happening up to December 31 and we need additional time to tie the loose ends. Some of this is dependent on the BLM being able to implement a program to transfer email files to EMPSi for the record. Overall, the bulk of the work for Task 1 and 1a will be complete on Thursday. Let me know if that is sufficient or if more justification is needed.

Kate

Kate Krebs
EMPSi Environmental Management and Planning Solutions, Inc.
Please note our new street address:
3005 Center Green Drive, Suite 205
Boulder, CO 80301
tel: 303-447-7160 fax: 866-625-0707

www.EMPSi.com Twitter: EMPSInc Facebook: EMPSi

Bringing clarity to the complex ™

GSA Contract GS10F-0412S

Albuquerque Denver Portland Reno San Francisco Santa Fe Washington, DC

PLEASE NOTE: This message, including any attachments, may include privileged, confidential and/or inside information. Any distribution or use of this communication by anyone other than the intended recipient is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender by replying to this message and then delete it from your system.

From: Elliott, Michelle [mailto:melliott@blm.gov]
Sent: Tuesday, December 26, 2017 2:33 PM
To: David Batts <david.batts@empsi.com>; Kate Krebs <kate.krebs@empsi.com>
Subject: BLM-Wide Scoping Call, Mod P1

Hi David,

Attached for your review/signature.

Can you also share with me how your firm arrived at no costs for this time extension?

Thank you much,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

Michelle Elliott Log Out

Entity Dashboard

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Environmental Management and Planning Solut

DUNS: 623557639 CAGE Code: 4CYX4
Status: Active

1630 30th St Ste A
Boulder, CO, 80301-1045 ,
UNITED STATES

Expiration Date: 04/05/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Environmental Management and Planning Solutions, Inc.
Doing Business As: EMPSI
Business Type: Business or Organization
Last Updated By: John King
Registration Status: Active
Activation Date: 04/05/2017
Expiration Date: 04/05/2018

Exclusion Summary

Active Exclusion Records? No

GSA

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IBM v1.P.7 20171102-1229
WWW5

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT D CODE	PAGE OF PAGES
	1 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
P00003	See Block 16C	0040374627	

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
BLM OC-NOC SVC & SUPPLY SEC(OC663) DENVER FEDERAL CENTER BLDG. 50 POB 25047 DENVER CO 80225	LNS	BLM OC NOC SVC & SUPPLIES(OC663) DENVER FEDERAL CENTER BUILDING 50 POB 25047 DENVER CO 80225	LNS

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS,
Attn: ATTN GOVERNMENT POC
1630 30TH ST STE A
BOULDER CO 80301-1045

CODE 0070255804 FAC LITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

x 10A. MODIFICATION OF CONTRACT/ORDER NO.
F17PA00028
140L0618F0007

10B. DATED *(SEE ITEM 13)*
11/27/2017

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended , by one of the following methods: (a) By completing tems 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted ; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FA LURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted , such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNT NG AND APPROPRIATION DATA *(If required)* Net Increase: $198,741.68

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIF ED TO REFLECT THE ADM NISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH N ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	IAW FAR 52.212-4 (c) - Changes
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

GSA Contract #: GS10F0412S
The purpose of this modification is as follows:

1. Incorporate revised vendor quote for Optional Task 2 dated 10 January 2018.
2. Elect and fund of Optional Task 2 in the amount of $198,741.68. Excess funding remaining at contract completion will be deobligated back to the BLM.
3. Election of Optional Task 2 initially projected a POP end date of April 30, 2018; however, performance is extended by 6 weeks past April 30, 2018 to reflect performance extensions carried out in Mods 1 & 2 (P00001 & 2) of this contract.
4. Revise the POP end to June 4, 2018.

Invoice Review Required: Y
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACT NG OFFICER *(Type or print)*	
		Michelle Elliott	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		*(Signature of Contracting Officer)*	

NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT AND PLANNING SOLUTIONS, INC.

ITEM NO. (A)	SUPPL ES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery: 06/04/2018 Payment Terms: PP30 Delivery Location Code: 0004276527 BLM-OC NOC, DIVISION OF RESOURCE SE BR OF ARCH & ENGINEERING BLDG 50, DFC, PO BOX 25047 DENVER CO 80225-0047 US FOB: Destination Period of Performance: 11/27/2017 to 06/04/2018				

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Optional)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops to be coordinated by the contractor.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues, proposed data used, impact indicators, and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:
1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

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Draft 24 October 2017

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Principal Investigators: Zack Bowen, USGS Fort Collins Science Center; Steve Hanser USGS, Reston, VA
Partner and Affiliation: Gordon Toevs, Bureau of Land Management, Washington, D.C.
Total funding requested: $90,000

Objectives: Compile and summarize the scientific literature published since records of decision were completed for 2015 BLM/USDA plan amendments for greater sage-grouse, develop concise summaries of these studies and their management relevance, and convene an interagency team to synthesize this information and report on potential management implications for the BLM and other DOI, USDA, and State partners.

Approach: The work will occur in two phases, and will be conducted in close collaboration with DOI, USDA, and State partners to ensure that project deliverables meet the specific needs of managers and policy makers. The imminent due dates for products from this effort require that the two phases of work be initiated concurrently.

Phase 1 – Development of an annotated bibliography of published literature summarizing scientific research on greater sage-grouse since records of decision were completed for 2015 BLM/USDA plan amendments. Components of Phase 1 will include:

1. Develop a structured search of the scientific literature, including relevant research reports and articles that are peer-reviewed but may not be indexed by major citation indexing services (e.g., Web of Science). The literature search will focus on research that specifically references greater sage-grouse and is published between 1 September 2015 and 15 November 2017. This work will be conducted by a team of five to seven experienced researchers from the USGS.
2. Create a standardized template for summarizing citations and use this template to write concise summaries of each of the compiled reports and articles. Summaries will be approximately 250 words in length. Each summary will address the following preliminary questions (to be finalized during consultation with BLM partners):
    - What were the objectives of the study?
    - What was done and where?
    - What were the key findings?
    - What were the management implications identified in the paper?
3. Code individual studies or reports based on their potential relevance to the priorities identified in the greater sage-grouse plan consistency review. Preliminary topics (to be finalized with BLM partners) include:
    - ~~boundaries and criteria for establishing priority habitat areas~~criteria for mapping sage-grouse habitat management areas
    - ~~triggers for adaptive management and processes for implementation~~effect of the density and amount of anthropogenic activity on sage-grouse survival rates
    - ~~designation of focal areas and potential for waivers, exceptions, and modifications to focal areas~~criteria to minimize indirect effects of anthropogenic activities, including lek buffers

Commented [TGR1]: (b) (5) DPP

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- impacts of diffuse uses on sage-grouse habitat, e.g., herbivory, dispersed recreation~~boundaries and criteria for focal areas~~
- ~~greater sage-grouse habitat objectives~~criteria to evaluate sage-grouse habitat suitability; and
- ~~standards for mitigation~~treatment effectiveness~~.~~
- rangeland fire and fuel breaks
- invasive annual grasses

4. Edit summaries and compile into a single annotated bibliography which will be published as a stand-alone report including an introduction, methods, results, and conclusions.

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1. Identify and recruit subject matter experts for participation on the interagency review team. In collaboration with BLM and others, we will collectively identify and assemble a team of 10-15 scientists and managers that will be responsible for reviewing the results from the annotated bibliography and identifying potential management implications for the BLM and other DOI, USDA, and State partners.
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3. An oral presentation (and accompanying slides) presenting synthesized project results. This presentation (or a derivative of it) may be useful to BLM and others for sharing information about the process and findings of this effort.

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19 January 2018	Peer review of draft final interagency report/manuscript completed; Submission of final annotated bibliography report for publication
26 January 2018	Submission of final interagency report for publication

Project Budget:

Budget item	*Amount*	*Description*
Federal salary and benefits	36,000	Coordinate and conduct literature review, facilitate interagency team work, prepare reports for publication, present results
Travel	15,000	Travel costs for in-person meetings of the interagency team and for work and briefings with partners and stakeholders
Publication costs	15,000	Editing and publishing costs associated with final reports
Supplies	770	
Total direct costs	66,770	
Indirect costs	23,230	
Total requested from BLM:	**$90,000**	

USGS in kind contribution	*Amount*	*Description*
Federal salary and benefits	90,000	Coordination, writing editing, communication with BLM and USGS management, USGS review of draft and final products, additional publishing costs
Total USGS in-kind contribution	**$90,000**	

Draft 24 October 2017

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26 January 2018	Submission of final interagency report for publication

Project Budget:

Budget item	*Amount*	*Description*
Federal salary and benefits	36,000	Coordinate and conduct literature review, facilitate interagency team work, prepare reports for publication, present results
Travel	15,000	Travel costs for in-person meetings of the interagency team and for work and briefings with partners and stakeholders
Publication costs	15,000	Editing and publishing costs associated with final reports
Supplies	770	
Total direct costs	66,770	
Indirect costs	23,230	
Total requested from BLM:	**$90,000**	

USGS in kind contribution	*Amount*	*Description*
Federal salary and benefits	90,000	Coordination, writing editing, communication with BLM and USGS management, USGS review of draft and final products, additional publishing costs
Total USGS in-kind contribution	**$90,000**	

Draft 24 October 2017

Summary of recent science on greater sage-grouse to inform BLM planning and decisions

Statement of Work

Principal Investigators: Zack Bowen, USGS Fort Collins Science Center; Steve Hanser USGS, Reston, VA
Partner and Affiliation: Gordon Toevs, Bureau of Land Management, Washington, D.C.
Total funding requested: $90,000

Objectives: Compile and summarize the scientific literature published since records of decision were completed for 2015 BLM/USDA plan amendments for greater sage-grouse, develop concise summaries of these studies and their management relevance, and convene an interagency team to synthesize this information and report on potential management implications for the BLM and other DOI, USDA, and State partners.

Approach: The work will occur in two phases, and will be conducted in close collaboration with DOI, USDA, and State partners to ensure that project deliverables meet the specific needs of managers and policy makers. The imminent due dates for products from this effort require that the two phases of work be initiated concurrently.

Phase 1 – Development of an annotated bibliography of published literature summarizing scientific research on greater sage-grouse since records of decision were completed for 2015 BLM/USDA plan amendments. Components of Phase 1 will include:

1. Develop a structured search of the scientific literature, including relevant research reports and articles that are peer-reviewed but may not be indexed by major citation indexing services (e.g., Web of Science). The literature search will focus on research that specifically references greater sage-grouse and is published between 1 September 2015 and 15 November 2017. This work will be conducted by a team of five to seven experienced researchers from the USGS.
2. Create a standardized template for summarizing citations and use this template to write concise summaries of each of the compiled reports and articles. Summaries will be approximately 250 words in length. Each summary will address the following preliminary questions (to be finalized during consultation with BLM partners):
    - What were the objectives of the study?
    - What was done and where?
    - What were the key findings?
    - What were the management implications identified in the paper?
3. Code individual studies or reports based on their potential relevance to the priorities identified in the greater sage-grouse plan consistency review. Preliminary topics (to be finalized with BLM partners) include:
    - ~~boundaries and criteria for establishing priority habitat areas~~criteria for mapping sage-grouse habitat management areas
    - ~~triggers for adaptive management and processes for implementation~~effect of the density and amount of anthropogenic activity on sage-grouse survival rates
    - ~~designation of focal areas and potential for waivers, exceptions, and modifications to focal areas~~criteria to minimize indirect effects of anthropogenic activities, including lek buffers

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- impacts of diffuse uses on sage-grouse habitat, e.g., herbivory, dispersed recreation~~boundaries and criteria for focal areas~~
- ~~greater sage-grouse habitat objectives~~criteria to evaluate sage-grouse habitat suitability; and
- ~~standards for mitigation~~treatment effectiveness~~.~~
- rangeland fire and fuel breaks
- invasive annual grasses

4. Edit summaries and compile into a single annotated bibliography which will be published as a stand-alone report including an introduction, methods, results, and conclusions.

Phase 2 – Interagency team review of scientific literature for potential management implications. Components of Phase 2 will include:

1. Identify and recruit subject matter experts for participation on the interagency review team. In collaboration with BLM and others, we will collectively identify and assemble a team of 10-15 scientists and managers that will be responsible for reviewing the results from the annotated bibliography and identifying potential management implications for the BLM and other DOI, USDA, and State partners.
2. Assess the recent science for potential relevance to greater sage-grouse management by the BLM and other DOI, USDA, and State partners. The interagency team will focus on synthesizing the science and summarizing the management implications.
3. Compile and organize management implications from the interagency team science review into a stand-alone document. Structure and format of the final document will be determined in collaboration with BLM and the members of the interagency team. The goal of this report is to identify to what extent recent scientific research on greater sage-grouse may have significant implications for greater sage-grouse management, and what those implications may be.

Deliverables: Close collaboration with BLM and other partners will ensure that USGS delivers useful products in a timely manner and accessible format for informing BLM planning and management decisions. We anticipate three products:

1. An annotated bibliography of greater sage-grouse research published since 1 September 2015. A provisional draft of this report will be prepared by the USGS literature review team and provided to the interagency review team as soon as the report is completed. Peer review and preparation for final publication as a USGS series report will proceed concurrently with the work of the interagency team.
2. An interagency assessment of the potential management implications of this recently published greater sage-grouse science. A provisional draft of this report will be authored by members of the interagency team with additional technical and editorial support from USGS. The final publication will be a USGS series report. Please note that success of this ambitious effort will depend on the participation and collaborative and efficient work of multiple people across multiple agencies.
3. An oral presentation (and accompanying slides) presenting synthesized project results. This presentation (or a derivative of it) may be useful to BLM and others for sharing information about the process and findings of this effort.

4. **Project timeline:**

Timeframe (*Relative to the date the agreement and funding are in place*)	Activity/deliverable
15 December 2017	Draft annotated bibliography completed
5 January 2018	Draft final interagency report completed; peer review for annotated bibliography completed
19 January 2018	Peer review of draft final interagency report/manuscript completed; Submission of final annotated bibliography report for publication
26 January 2018	Submission of final interagency report for publication

Project Budget:

Budget item	*Amount*	*Description*
Federal salary and benefits	36,000	Coordinate and conduct literature review, facilitate interagency team work, prepare reports for publication, present results
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Indirect costs	23,230	
Total requested from BLM:	**$90,000**	

USGS in kind contribution	*Amount*	*Description*
Federal salary and benefits	90,000	Coordination, writing editing, communication with BLM and USGS management, USGS review of draft and final products, additional publishing costs
Total USGS in-kind contribution	**$90,000**	

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. PROJECT TITLE				
Range-wide Project Record Development				
2. PROJECT MANAGER	Period of Performance			
Brian St George	FROM		TO	
	3/1/2018		9/31/2018	
DESCRIPTION OF COST ELEMENTS				
1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATED PER HOUR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Project Manager	80	170	13600	13600
Resource Specialist	200	80	16000	16000
Clerical support	200	65	13000	13000
Editor	10	65	650	650
	TOTAL DIRECT LABOR			$43,250.00
2. OVERHEAD*	RATE (%)	TOTAL LABOR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
	15	$43,250.00	6487.50	$49,737.50
3. MATERIALS/SERVICES (Excluding Information Technology (IT)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Supplies and printing			2000	$51,737.50
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Data base software			2000	$53,737.50
			TOTAL IT SUPPORT	
5. TRAVEL**			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Travel & Training			10,000	63,737.50
6. SUBCONTRACTOR (S) CONSULTANT (S)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
None				
			TOTAL SUBCONTRACTOR (S) CONSULTANT(S)	$0.00
7. OTHER DIRECT COSTS			ESTIMATED COST (S)	TOTAL ESTIMATED COST ($)
None				$0.00
8. TOTAL ESTIMATED COST				63,737.50
TYPED NAME AND TITLE: Brian St George, National Sage Grouse Planning Lead			SIGNATURE: (electronic) Brian St George	
OFFICE/DIVISION/BRANCH: Nevada State Office			DATE: 2/2/18	

* Overhead is estimated on previous contracting endeavors and an average of BLM program overhead costs.
** Travel costs assume 5 staff members making 2 trips at ~$1000 per trip

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. PROJECT TITLE				
Range-wide Project Record Development				
2. PROJECT MANAGER	Period of Performance			
Brian St George	FROM		TO	
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DESCRIPTION OF COST ELEMENTS				
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Data base software			2000	$53,737.50
			TOTAL IT SUPPORT	
5. TRAVEL**			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Travel & Training			10,000	63,737.50
6. SUBCONTRACTOR (S) CONSULTANT (S)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
None				
			TOTAL SUBCONTRACTOR (S) CONSULTANT(S)	$0.00
7. OTHER DIRECT COSTS			ESTIMATED COST (S)	TOTAL ESTIMATED COST ($)
None				$0.00
8. TOTAL ESTIMATED COST				63,737.50
TYPED NAME AND TITLE: Brian St George, National Sage Grouse Planning Lead			SIGNATURE: (electronic) Brian St George	
OFFICE/DIVISION/BRANCH: Nevada State Office			DATE: 2/2/18	

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** Travel costs assume 5 staff members making 2 trips at ~$1000 per trip

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. PROJECT TITLE				
Range-wide Scoping Report				
2. PROJECT MANAGER	Period of Performance			
Brian St George	FROM		TO	
	11/27/2017		12/31/2017	
DESCRIPTION OF COST ELEMENTS				
1. DIRECT LABOR (List Labor Categories)	ESTIMATED HOURS	RATED PER HOUR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Project Manager	600	65	39000	39000
Assistant Manager	500	60	30000	69000
Resource Specialist	500	50	25000	94000
Clerical support	200	40	8000	102000
Editor	100	60	6000	108000
			TOTAL DIRECT LABOR	$108,000.00
2. OVERHEAD*	RATE (%)	TOTAL LABOR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
	15	$108,000.00	16200	$124,200.00
3. MATERIALS/SERVICES (Excluding Information Technology (IT)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Supplies and printing			2000	$126,200.00
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Data base software			5000	$131,200.00
			TOTAL IT SUPPORT	
5. TRAVEL**			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Travel & Training			20,000	151,200
6. SUBCONTRACTOR (S) CONSULTANT (S)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
None				
			TOTAL SUBCONTRACTOR (S) CONSULTANT(S)	$0.00
7. OTHER DIRECT COSTS			ESTIMATED COST (S)	TOTAL ESTIMATED COST ($)
None				$0.00
8. TOTAL ESTIMATED COST				151,200
TYPED NAME AND TITLE: Brian St George, National Sage Grouse Planning Lead			SIGNATURE: (electronic) Brian St George	
OFFICE/DIVISION/BRANCH: Idaho State Office			DATE: 11/7/17	

* Overhead is estimated on previous contracting endeavors and an average of BLM program overhead costs.
** Travel costs assume 5 staff members making four trips at ~$1000 per trip

INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

1. PROJECT TITLE				
Range-wide Scoping Report				
2. PROJECT MANAGER	Period of Performance			
Brian St George	FROM		TO	
	11/27/2017		12/31/2017	
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2. OVERHEAD*	RATE (%)	TOTAL LABOR ($)	ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
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3. MATERIALS/SERVICES (Excluding Information Technology (IT)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Supplies and printing			2000	$126,200.00
4. INFORMATION TECHNOLOGY SUPPORT			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Data base software			5000	$131,200.00
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5. TRAVEL**			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
Travel & Training			20,000	151,200
6. SUBCONTRACTOR (S) CONSULTANT (S)			ESTIMATED COST ($)	TOTAL ESTIMATED COST ($)
None				
			TOTAL SUBCONTRACTOR (S) CONSULTANT(S)	$0.00
7. OTHER DIRECT COSTS			ESTIMATED COST (S)	TOTAL ESTIMATED COST ($)
None				$0.00
8. TOTAL ESTIMATED COST				151,200
TYPED NAME AND TITLE: Brian St George, National Sage Grouse Planning Lead			SIGNATURE: (electronic) Brian St George	
OFFICE/DIVISION/BRANCH: Idaho State Office			DATE: 11/7/17	

* Overhead is estimated on previous contracting endeavors and an average of BLM program overhead costs.
** Travel costs assume 5 staff members making four trips at ~$1000 per trip

STATEMENT OF WORK Technical Support

Services for Litigation Preparation

This single award Blanket Purchase Agreement (BPA) is for one base year and four option years, for 1) organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage-Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record, 2) preparation of the Administrative Records (AR) as necessary for the GRSG planning effort litigation, and 3) preparation of responses to Freedom of Information Act (FOIA) requests.

The BLM is in the process of completing the Approved Plans and Records of Decision (RODs) for 14 land use plan amendments and revisions. The planning records for this effort span 10 states and the BLM-Washington Office and Department of the Interior over the past four years. The RODs are anticipated to be controversial and litigation and FOIA requests are expected. The RODs will be completed in late summer 2015.

1.0 BACKGROUND

The Bureau of Land Management, through their National Greater Sage-Grouse Planning Strategy, recently finalized 14 Environmental Impact Statements (EISs) and Proposed Plans across ten states in the Western United States. The purpose and need for completing the EISs was to respond to the USFWS's March 2010 "warranted, but precluded" ESA listing petition decision. Inadequacy of regulatory mechanisms was identified as a significant threat in the USFWS finding. Regulatory mechanisms were identified as conservation measures embedded in LUPs. Changes in management of GRSG habitats are necessary to avoid the continued decline of populations across the species' range. Of the 14 plans, eight are plan amendments, specifically for GRSG conservation (Oregon, Idaho/SW Montana, Utah, Nevada/NE California, NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six are full plan revisions, including GRSG conservation (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

Records of Decision (RODs) and Approved Plans will be signed by late summer 2015. It is anticipated that there will be two RODs, split between the Great Basin Region which includes four amendments (Oregon, Idaho/SW Montana, Utah, Nevada/NE California), and the Rocky Mountain Region which includes four EIS Amendments (NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six EIS Revisions (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

The Approved Plans and the RODs are anticipated to be extremely controversial. The BLM expects to receive legal challenges to the RODs from a variety of interest groups, governments, and individuals. Additionally, the BLM anticipates receiving numerous FOIA requests related to the GRSG planning effort. To help respond to the legal challenges and FOIA requests, the BLM

has a requirement for non-personal services for technical expertise for the purposes of preparing the planning record and subsequent Administrative Records for litigation and FOIA responses.

2.0 TASKS

This Statement of Work SOW) calls for 1) organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage- Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record, 2) preparation of the Administrative Records (AR) as necessary for the GRSG planning effort litigation, and 3) preparation of responses to Freedom of Information Act (FOIA) requests.

The majority of the planning records relevant to each of 14 EISs have already been gathered and are in electronic format; additional documents are in the process of being gathered. The 14 planning records have been provided a consistent organizational framework, but it will be necessary to insure that they are complete, organized, and that the format and framework correlate across planning boundaries. Additionally, the planning record needs to be developed and organized for the BLM-Washington Office and Department of the Interior, including the Assistant Secretary of Lands and Minerals and Office of the Solicitor. At this time, we anticipate that the majority of records will be electronic, including numerous emails and documents, and there will be up to thirty (30) gigabytes of electronic records, in the Washington Office alone, which will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop Administrative Records for litigation as needed, as well as respond to FOIA request.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record and subsequent ARs and FOIAs. Time is of the essence to complete the planning record, as it will be foundation for the ARs and FOIA responses. ARs may be needed in response to litigation that may continue through several years. FOIA requests are expected immediately and are expected to continue through several years.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager who will provide weekly progress reports and/or convene conference calls with attorneys from the Department of the Interior Solicitor's Office (DOI SOL) and/or BLM staff to resolve questions or obtain clarification of issues as soon as reasonably practicable.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

a. Review and enhance as necessary the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
b. Provide an appropriate index to allow for search and retrieval of documents from the planning record.
c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the Washington Office, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until September 30. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.
f. Make all pdf documents OCR searchable if they are not already in that format.
g. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

3. Working with the BLM and DOI SOL, prepare Administrative Records as necessary based on the planning record, including:

a. Load documents into Relativity or a similar litigation database approved by the BLM, DOI SOL and Department of Justice (DOJ) and provide secure hosting service for representatives from BLM, DOI SOL, and DOJ to review the documents and carry out other activities as described below.
b. Bates stamp each page of electronic documents, if dynamic indexing is used. "Dynamic indexing" means the index and all documents will repaginate if a document is removed from the file and Bates numbers will update automatically.
c. Prepare a draft electronic AR index in an Excel spreadsheet of all documents in chronological order with a hotlink to each pdf file.
d. Prepare a document summary for each document identified in the draft electronic AR index that identifies, if any, the date, the author, the recipient, the type, and subject matter of the document.
e. With appropriate input from BLM and DOI SOL, conduct a relevance review of all documents identified on the electronic AR index and, subject to final review and approval by DOI SOL and BLM, remove those that are not relevant and modify the draft electronic AR index accordingly.
f. With appropriate input from BLM and DOI SOL, conduct a review of all relevant documents and determine which should be included in the AR in accordance with

applicable law, regulation, and policy including, but not limited to, local rules for the relevant court and, subject to final review and approval by DOI SOL and BLM, remove those documents that should not be included in the AR and modify the draft electronic AR index accordingly.

g. With appropriate input from BLM and DOI SOL, conduct a privilege review of all documents identified on the draft electronic AR index prepared following the completion of Task #11 and, subject to final review and approval by DOI SOL and BLM, remove those that are privileged.

h. Prepare a privilege log in chronological order which includes, among other things, an electronic index with a hotlink to a pdf file of each privileged document that has been removed from the draft electronic AR index.

i. Transmit copies of the final AR and privilege log in electronic format to the BLM. As previously set forth, all documents in the AR and privilege log will be OCR searchable and each index entry will contain a hotlink to the subject document.

j. Transmit additional copies of the final AR and privilege log in electronic format to the BLM as needed to meet other filing requirements.

4. Working with the BLM and DOI SOL, prepare FOIA responses as necessary based on the planning record, including:

a. With appropriate input from BLM and DOI SOL, conduct a review of all responsive documents and determine which should be released to the requester in accordance with applicable law, regulation, and policy, and, subject to final review and approval by DOI SOL and BLM which should be withheld in part or in entirety.

b. With appropriate input from BLM and DOI SOL, review all documents identified on the draft electronic FOIA response index and identify those that are exempt from release under FOIA and applicable regulation.

c. With appropriate input from the BLM and DOI SOL, develop the Vaughn Index which will identify documents being withheld, redacted in whole or in part.

d. Load documents into the appropriate database and provide secure hosting service for representatives from BLM and DOI SOL to review the documents and carry out other activities as described below.

e. Provide dynamic indexing to the database.

f. Prepare a draft electronic FOIA response index in an Excel spreadsheet of all documents in chronological order with a hotlink to each pdf file.

g. Prepare a document summary for each document identified in the draft electronic FOIA response index that identifies, if any, the date, the author, the recipient, the type, and subject matter of the document.

h. Transmit copies of the final FOIA response in electronic format to the BLM as needed to meet requirements.

5.0 DELIVERY/SCHEDULE

This single award Blanket Purchase Agreement (BPA) is for one base year and four option years. It is anticipated that the planning record will be completed in the base year; and that the services of the contractor will be required in subsequent option years for preparation of the ARs and FOIA responses as described above. It is unknown at this time the extent of ARs and FOIA requests which will be received, but the BLM estimates approximately five ARs and FOIA requests within the first year, with approximately five ARs and FOIA requests over the following four years. The exact extent and how long it would take to complete ARs and FOIAS is unknown. Therefore, the period of performance will run for four optional years after completion of the planning record and may be further extended in sixty (60) day increments to address and resolve any contingencies that may arise.

1. In the base year, within the first 90 days of issuance of the BPA, prepare and submit to the BLM the planning record, as described in #2 above. This anticipated work will be obligated through the first call order against the resulting BPA.
2. When notified by the BLM of the need for an AR, provide the BLM a) draft AR in electronic format with an index as described above in #3; and b) a draft privilege log in electronic format with an index as described above in #3, within the time frame negotiated by the BLM (usually 28 days).
3. When notified by the BLM of the need for a FOIA response, provide the BLM with a draft FOIA response in electronic format with an index as described in #4 above, within the time frame negotiated by the BLM (usually 28 days).
4. Within the time frame negotiated by the BLM, provide electronic copies of final AR and final privilege log OR final FOIA response to the BLM that incorporates edits, revisions, comments to the draft as appropriate.

SECTION 6: BPA TERMS AND CONDITIONS

6.1 SIN 899-01 Environmental Consulting Services. The following contract services can be ordered under this BPA:

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that

include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Call orders placed against this BPA may be either time and materials (T&M) or Firm Fixed Price (FFP).

6.2 DELIVERY

Delivery Schedule will be in accordance with the Statement of Work.

6.3 BPA VOLUME

The Government estimates but does not guarantee that the value of the orders to be placed under the BPA(s) is estimated to be $3,000,000(three million) over the course one (1) base year and four (4) subsequent option years. The BPA awardee is not guaranteed a call order award. The Government reserves the right to increase the estimated value by 20%.

6.4 OBLIGATION

This BPA does not obligate any funds, funding will occur at the call order level.

6.5 PURCHASE LIMITATION

There are no minimum or maximum ordering requirements.

6.6 ORDERING METHOD

The following are authorized to place calls against this BPA:

All centers and regions within the Bureau of Land Management

Prior to placing an order against this BPA, the respective Contracting activities must obtain written ordering authority from the Administering Contracting Officer. This will come in the form of a letter authorizing the respective Contracting Activity the authority to utilize the BPA.

6.7 ADMINISTRATION

Individual orders will be administered by the Ordering Contracting Office. The BLM Contracting Officer will be responsible for administering this BPA and any overall concerns or problems under this BPA.

6.8 PERIOD OF PERFORMANCE

The period of performance for this BPA is one (1) base year and four (4) consecutive option years, beginning at date of award.

This BPA expires at the end of the current Offeror's GSA Schedule contract period or each subsequent contract period for which GSA extends the GSA Schedule contract by modification, in which case this BPA will be comparably extended by modification not to exceed a total period of performance of sixty-six (66) months.

6.9 Contractor Personnel Security and Suitability Requirements

Performance of this contract requires contractor personnel to have a Federal government-issued Personal Identity Verification (PIV) credential before being allowed unsupervised access to a DOI/BLM facility and/or information system. The contracting Officer’s Representative (COR) or Contracting Officer’s Technical Representative (COTR) will be the requesting official, and will make arrangements through a DOI Access Card Sponsor for personal identity verification and DOI Access Card issuance.

At least two weeks before start of contract performance, the Contractor must identify all contractor and subcontractor personnel who will require physical and/or logical access for performance of work under this contract. Physical Access means routine, unescorted or unmonitored access to non-public areas of a Federally-controlled facility. Logical access means routine, unsupervised access to a Level 3 or 4 Federally controlled information system. The Contractor must make their personnel available at the place and time specified by the COR/COTR or DOI Access Card Sponsor in order to initiate screening and background investigations. The following forms and inquiries, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF306

- National Criminal History Check (NCHC) (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the contractor)
- Release to Obtain Credit Information
- PIV card application (web-based)

Before starting work under this contract, a National Criminal History Check (NCHC) will be initiated to verify the identity of the individual applying for clearance and to determine the individual's suitability for the position. If the NCHC adjudication is favorable, a DOI Access Card will be issued for that individual. If the adjudication is unfavorable, the credentials will not be issued and the contractor must make other arrangements for performance of the work. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI/BLM shall have the right of final determination.

Contractor employees must give, and authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor must ensure they are available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. In that case, the contractor must provide the COR/COTR with documentation that supports the individual's credentialed status.

Contractor employees who have been successfully adjudicated will be issued DOI Access Cards, which must be activated at a USAcess Credentialing Center. Those Contractor employees not located within a reasonable travel time of a USAcess Credentialing Center will be screened and issued alternate credentials, such as temporary access badges.

During performance of the contract, the Contractor must keep the COR/COTR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR/COTR and issuing Office within 24 hours. If reissuance of expired credentials is needed, it must be coordinated through the COR/COTR.

At the end of contract performance, or when a contractor employee is no longer working under this contract, the Contractor must ensure that all identification cards are returned to the COR/COTR.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine unsupervised access to a Federally controlled facility for more than 180 calendar days or any unsupervised access to a Federally controlled Level 3 or 4 information system.

The contractor will sign a non-disclosure agreement to be provided by the BLM.

6.10 CALL ORDER AWARDS

Each Call Order issued under this BPA will include the following information as applicable:

(1) BPA number and Call Order number;
(2) Date of the order;
(3) Description of the work to be performed;
(4) The work Schedule, period of performance, or required completion date;
(5) Place of delivery or performance;
(6) Deliverables;
(7) CLIN number and description, quantity, unit price and extended total;
(8) The firm fixed price to complete the requirements and/or the ceiling price for those tasks to be performed on a "not-to-exceed" or time-and materials or labor hour basis;
(9) The security requirements, if any;
(10) The payment Schedule; and
(11) Accounting and appropriation data.

6.11 INVOICING

Payment requests for all new awards must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP). Invoicing procedures will be specified in each individual task order. The default invoicing procedure will be monthly submissions.

TIME-AND-MATERIAL (T&M) CLINs for LABOR

The contractor may invoice monthly on the basis of cost incurred for the T&M CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element, by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

a. Employee name (current and past employees)
b. Employee company labor category
c. Employee labor category
d. Monthly and total cumulative hours worked
e. Corresponding ceiling rate

The contractor may re-allocate, with prior written approval of the Contracting Officer's Representative (COR), the number of hours by labor category, within each labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the call order by modification.

FIRM-FIXED-PRICE (FFP) CLINs

The contractor may invoice for firm fixed price CLINs in accordance with the deliverable schedule provided in the individual call orders.

TRAVEL AND OTHER DIRECT COSTS

Payment for travel and other direct costs will be on a reimburseable basis supported by receipts and other documentation. In accordance with P.L. 99-234, "Federal Civilian Employee and Contractor Travel Expense Act of 1985", travel-related expenditures for Contractor's personnel are restricted to the limits established for federal employees. This includes mileage for company-owned vehicles.

The Contractor shall travel as required to support program tasks. All travel arrangements are to be made by the Contractor. Payment for transportation, per diem, mileage, parking, and other fair and reasonable travel expenses will be paid in accordance with the effective Federal Travel Regulations as amended and supplemented by the Department of the Interior travel regulations where applicable. All travel expenses are to be submitted through the Contractor's invoice for reimbursement. The Contractor shall make every effort to keep travel costs to a minimum. No reimbursement will be made for parking at a Contractor's normal place of work.

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46): Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative costs billed by CLIN/Task. The current invoice period's details shall include separate columns and totals and include the following:

a. Travel Authorization Request identifier, approver name, and approval date
b. Current invoice period

c. Names of persons traveling
d. Number of travel days
e. Dates of travel
f. Number of days per diem charged
g. Per diem rate used
h. Total per diem charged
i. Transportation costs (rental car, air fare, etc.)
j. Total charges

6.12 REPORTING

Contractor shall provide monthly reports to the Administering Contracting Officer with the following information in regard to all task orders awarded during the previous 30 days:

- Ordering activity,
- Call order number(s)
- Call order value(s)
- Cumulative value of all call orders awarded under the BPA

6.13 ORDER OF PRECEDENCE

The terms and conditions included in this BPA apply to all call orders pursuant to it. In the event of an inconsistency between the provisions of this BPA and the terms and conditions of the contractor's Schedule contract, the latter will take precedence.

6.14 PLACE OF PERFORMANCE

All work will be performed at the contractor’s facility and with the contractor’s equipment, except as noted below.

Pending Federal Government security clearances, the contractor will have the option to work from their office using BLM equipment, or from the applicable BLM Washington or State Offices (in which case BLM will provide all material, equipment, and work space for the contractor). The Administrative Records system, using BLM equipment, allows the contractor to access records from any location, and therefore the contractor will be able to utilize the option that best fits their needs.

The contractor may need to travel to and from meetings in the Washington (DC) Office and respective State BLM Offices (Portland, OR; Boise, ID; Reno, NV; Salt Lake City, UT; Cheyenne, WY; Billings, MT; Denver/Grand Junction, CO.); expenses for this travel, including vehicle costs, should be factored into their travel costs estimate in the individual call orders.

The day-to-day supervision and direct control over the work performed by on-site Contractor personnel will be the sole responsibility of the Contractor.

6.15 Government-Furnished Items:

- Any necessary data as identified during the course of the project will be provided to the contractor on the proper and agreed upon media.
- The Government will provide computer, software, and equipment necessary to for the contractor to perform the duties describe above.
- The Government will provide the contractor with the subject records in hard copy or electronic format, i.e., external hard drive(s), jump drives(s), or similar, to be returned upon contract completion.
- The contractor shall use the Government Furnished Property (GFP) only for the purposes authorized by the contract as set forth in the Government Property clause in Section I, Clause 52.245-1.
- Technical assistance will be provided on an as needed basis from the task manager, COR, or other designated Government employees.
- All materials provided or created under this task must be returned to the BLM upon the completion of this task.
- All materials provided or created under this task are the property of the BLM and will not be released or used by the contractor for any other purpose.
- All information provided or created under this task are to be held confidential and will not be released without the permission of the BLM. The contractor will sign a confidentiality agreement.

Contractor Furnished Items:

- The Contractor shall provide qualified personnel to satisfy the requirements of the Call Orders. A highly skilled technical expert is the major factor in the successful performance of this task order.
- The Contractor shall be responsible for ensuring that the deliverable products conform to the call order, BLM Manuals and Handbooks (such as BLM's Land Use Planning Handbook H-1601-1), guidance, and are complete.

6.16 HOURS OF OPERATION

Performance of work is expected between the hours of 7:00 AM to 5:00 PM; Monday through Friday, excluding Government holidays. Modification to duty hours may be required to accommodate unique circumstances.

Government personnel observe the days listed below as holidays. Contractor employees shall not have access to the Government premises on these days:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October

Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

6.17 POST AWARD CONFERENCE

The Contractor shall meet with the Government COTR, the Contracting Officer, and the Program Manager within five (5) working days of contract award, before performance commences under this Blanket Purchase Agreement(s). This meeting will be conducted to identify primary points of contact, scope of efforts, and task(s). This meeting may take place in person or through a scheduled conference call.

6.18 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) The Contracting Offer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of the technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

BLM will periodically evaluate contractor performance in accordance with contract requirements and standards such as: good workmanship, the contractor's record of forecasting and controlling costs, the contractor's adherence to contract schedules, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and, generally, the contractor's business-like concern for the interests of the customer. The Contracting Officer and COTR will meet with the Contractor on a quarterly basis to discuss the contractor's performance. The Contractor shall prepare brief presentations, to include handouts. BLM will obtain the results of the formal reviews from the organizational elements.

6.19 KEY PERSONNEL

Under this BPA, the Contractor's "Project Manager" will be considered key. During the first 180 days of performance, the Contractor shall make no substitutions of key personnel unless necessitated by illness, death or termination of employment. The Contractor shall notify the Contracting Officer within fifteen days after the occurrence of any of these three events and provide the information required by paragraph below. After the initial period, the Contractor

shall submit the information to the CO at least fifteen days prior to making any permanent substitutions.

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel, the contractor shall notify the Government CO and the COR of the Blanket Purchase Agreement. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the active call orders, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost Reimbursement) or FAR 52.249-8, Default (Fixed-Price Supply and Service).

6.20 TRAINING

The contractor shall be responsible for funding and providing the necessary training to maintain and enhance the skills, knowledge and abilities of the contractor employees assigned to the task order.

6.21 QUALITY CONTROL PLAN

The contractor shall submit a Quality Control Plan to the CO within 30 days from award. The plan shall include procedures for identifying problems, correcting them, and ensuring they do not reoccur. The Quality Control Plan and any subsequent changes to it shall be approved by the CO. The plan shall address the approach and methods to assure all deliverables (including electronic data input into BLM applications) submitted to BLM are accurate and in compliance with contract requirements and actions to address and correct unacceptable data.

6.22 TRAVEL APPROVAL PROCEDURES

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the FTR.

Requests for travel approval shall:

a. Be prepared in a legible manner.

b. Include a description of the travel proposed including a statement as to purpose.
c. Be summarized by traveler.
d. Identify the Call Order number.
e. Identify the CLIN associated with the travel.
f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

6.23 ORGANIZATIONAL CONFLICT OF INTEREST

If the contractor has or is currently providing support or anticipates providing support to the Department of the Interior that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5.

6.24 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This Blanket Purchase Agreement incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: https://www.acquisition.gov/far/

Clause No	Clause Title	Date
52.217-8	Option to Extend Services Fill-In Date: 30 DAYS	Nov 1999
52.217-9	Option to Extend the Term of the Contract Fill-In: 15 DAYS, 30 DAYS, 66 MONTHS	Mar 2000
52.227-17	Rights in Data – Special Works	Dec 2007
52.232-07	Payments under Time-and-Materials and Labor-Hour Contracts (Aug 2012)	Aug 2012
52.203-98	Prohibition on Contracting with Entities that Require Certain Internal. Confidentiality Agreements—Representation (DEVIATION 2015-02)	Aug 2012
52.203-99	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-02).	Aug 2012
52.204-09	Personal Identity Verification of Contractor Personnel (Jan 2011)	Jan 2011

DEPARTMENT OF INTERIOR Clauses

The full text of a provision may be accessed electronically at:

http://farsite.hill.af.mil/VFDIAR1.HTM
http://www.doi.gov/pam/programs/acquisition/diapr.cfm

Clause No	Clause Title	Date
DIAPR 2010-04	Implementation of Homeland Security Presidential Directive-12 (HSPD 12) Part 2, DOI Access Program Implementation	Dec 2009
DIAPR 2010-14, Am 1	Contractor Performance Assessment Reporting System	July 2010
DIAR 1452.201-70	Authorities and Delegations	Sep 2011
DIAPR 2011-04, Am 4	Electronic Invoicing and Payment Requirements - Invoice Processing Platform	Apr 2013

SECTION 7: PRICING

7.1 ORDER TYPE

The contractor shall perform the effort required by each Call Order on a Firm-Fixed-Price (FFP), or Time and Material (T&M) basis. The work shall be performed in accordance with all Sections of this Blanket Purchase Agreement and the offeror's General Services Administration (GSA) Multiple Award Schedule (MAS).

Offeror shall provide all proposed labor categories and fully burdened labor hour rates for each CLIN. Additional pages may be attached if necessary. Offerors are highly encouraged to discount their GSA schedule pricing, and shall specify the discount that the quoted labor hour rate represents.

8.2 SERVICES AND PRICING
BASE PERIOD

CLIN	Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
001	Organization of the land use planning records for the BLM GRSG planning efforts, including preparation of the BLM-Washington Office Decision Record.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0002	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0003	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0004	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 1** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0005	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0006	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0007	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0008	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 2** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0009	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0010	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0011	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0012	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 3** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0013	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0014	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

0015	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0016	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 4** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0017	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0018	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0019	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0020	Long Distance Travel and Other Direct Costs	Order Dependent

STATEMENT OF WORK Technical Support

Services for Litigation Preparation

This single award Blanket Purchase Agreement (BPA) is for one base year and four option years, for 1) organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage-Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record, 2) preparation of the Administrative Records (AR) as necessary for the GRSG planning effort litigation, and 3) preparation of responses to Freedom of Information Act (FOIA) requests.

The BLM is in the process of completing the Approved Plans and Records of Decision (RODs) for 14 land use plan amendments and revisions. The planning records for this effort span 10 states and the BLM-Washington Office and Department of the Interior over the past four years. The RODs are anticipated to be controversial and litigation and FOIA requests are expected. The RODs will be completed in late summer 2015.

1.0 BACKGROUND

The Bureau of Land Management, through their National Greater Sage-Grouse Planning Strategy, recently finalized 14 Environmental Impact Statements (EISs) and Proposed Plans across ten states in the Western United States. The purpose and need for completing the EISs was to respond to the USFWS's March 2010 "warranted, but precluded" ESA listing petition decision. Inadequacy of regulatory mechanisms was identified as a significant threat in the USFWS finding. Regulatory mechanisms were identified as conservation measures embedded in LUPs. Changes in management of GRSG habitats are necessary to avoid the continued decline of populations across the species' range. Of the 14 plans, eight are plan amendments, specifically for GRSG conservation (Oregon, Idaho/SW Montana, Utah, Nevada/NE California, NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six are full plan revisions, including GRSG conservation (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

Records of Decision (RODs) and Approved Plans will be signed by late summer 2015. It is anticipated that there will be two RODs, split between the Great Basin Region which includes four amendments (Oregon, Idaho/SW Montana, Utah, Nevada/NE California), and the Rocky Mountain Region which includes four EIS Amendments (NW Colorado, Wyoming 9 Plan, Lewistown, and North Dakota) and six EIS Revisions (Miles City, Billings, HiLine, South Dakota, Buffalo, and Bighorn Basin).

The Approved Plans and the RODs are anticipated to be extremely controversial. The BLM expects to receive legal challenges to the RODs from a variety of interest groups, governments, and individuals. Additionally, the BLM anticipates receiving numerous FOIA requests related to the GRSG planning effort. To help respond to the legal challenges and FOIA requests, the BLM

has a requirement for non-personal services for technical expertise for the purposes of preparing the planning record and subsequent Administrative Records for litigation and FOIA responses.

2.0 TASKS

This Statement of Work SOW) calls for 1) organization of the land use planning records (planning records) for the Bureau of Land Management (BLM) Greater Sage- Grouse (GRSG) planning efforts, including preparation of the BLM-Washington Office Decision Record, 2) preparation of the Administrative Records (AR) as necessary for the GRSG planning effort litigation, and 3) preparation of responses to Freedom of Information Act (FOIA) requests.

The majority of the planning records relevant to each of 14 EISs have already been gathered and are in electronic format; additional documents are in the process of being gathered. The 14 planning records have been provided a consistent organizational framework, but it will be necessary to insure that they are complete, organized, and that the format and framework correlate across planning boundaries. Additionally, the planning record needs to be developed and organized for the BLM-Washington Office and Department of the Interior, including the Assistant Secretary of Lands and Minerals and Office of the Solicitor. At this time, we anticipate that the majority of records will be electronic, including numerous emails and documents, and there will be up to thirty (30) gigabytes of electronic records, in the Washington Office alone, which will need to be reviewed, de-duplicated, organized, and included in the planning record.

After the planning record is complete, it will be used to develop Administrative Records for litigation as needed, as well as respond to FOIA request.

3.0 OBJECTIVES

The objective of this SOW is to complete the planning record and subsequent ARs and FOIAs. Time is of the essence to complete the planning record, as it will be foundation for the ARs and FOIA responses. ARs may be needed in response to litigation that may continue through several years. FOIA requests are expected immediately and are expected to continue through several years.

4.0 DELIVERABLES

The contractor will complete the following tasks:

1. Appoint a project manager who will provide weekly progress reports and/or convene conference calls with attorneys from the Department of the Interior Solicitor's Office (DOI SOL) and/or BLM staff to resolve questions or obtain clarification of issues as soon as reasonably practicable.

2. Working with the BLM and DOI SOL, complete and organize the planning record, including:

a. Review and enhance as necessary the existing format for the BLM planning record, which will be used as the base system for ARs and FOIA requests.
b. Provide an appropriate index to allow for search and retrieval of documents from the planning record.
c. Working with the BLM project leads for each plan, ensure that the planning record for each plan is complete, including/excluding the appropriate documents, and organized in a consistent manner to allow combination across plans.
d. Working with BLM staff in the Washington Office, collect all records relevant GRSG planning effort, including translating electronic files to pdf and scanning paper records to pdfs. Working with the BLM, ensure that all relevant documents are included and organized appropriately. Documents will be submitted by the BLM on a rolling basis until September 30. The contractor will prepare and maintain a list that identifies the original custodian of all documents received from the BLM.
e. Work with the BLM staff, DOI SOL and the Department's Chief Information Officer on search terms, retrieval, de-duplication, the initial sort, and review of relevant emails, in the native format and including attachments as necessary.
f. Make all pdf documents OCR searchable if they are not already in that format.
g. Identify and tag for removal all duplicates and near duplicates of documents subject to approval from DOI SOL and the BLM.

3. Working with the BLM and DOI SOL, prepare Administrative Records as necessary based on the planning record, including:

a. Load documents into Relativity or a similar litigation database approved by the BLM, DOI SOL and Department of Justice (DOJ) and provide secure hosting service for representatives from BLM, DOI SOL, and DOJ to review the documents and carry out other activities as described below.
b. Bates stamp each page of electronic documents, if dynamic indexing is used. "Dynamic indexing" means the index and all documents will repaginate if a document is removed from the file and Bates numbers will update automatically.
c. Prepare a draft electronic AR index in an Excel spreadsheet of all documents in chronological order with a hotlink to each pdf file.
d. Prepare a document summary for each document identified in the draft electronic AR index that identifies, if any, the date, the author, the recipient, the type, and subject matter of the document.
e. With appropriate input from BLM and DOI SOL, conduct a relevance review of all documents identified on the electronic AR index and, subject to final review and approval by DOI SOL and BLM, remove those that are not relevant and modify the draft electronic AR index accordingly.
f. With appropriate input from BLM and DOI SOL, conduct a review of all relevant documents and determine which should be included in the AR in accordance with

applicable law, regulation, and policy including, but not limited to, local rules for the relevant court and, subject to final review and approval by DOI SOL and BLM, remove those documents that should not be included in the AR and modify the draft electronic AR index accordingly.

g. With appropriate input from BLM and DOI SOL, conduct a privilege review of all documents identified on the draft electronic AR index prepared following the completion of Task #11 and, subject to final review and approval by DOI SOL and BLM, remove those that are privileged.

h. Prepare a privilege log in chronological order which includes, among other things, an electronic index with a hotlink to a pdf file of each privileged document that has been removed from the draft electronic AR index.

i. Transmit copies of the final AR and privilege log in electronic format to the BLM. As previously set forth, all documents in the AR and privilege log will be OCR searchable and each index entry will contain a hotlink to the subject document.

j. Transmit additional copies of the final AR and privilege log in electronic format to the BLM as needed to meet other filing requirements.

4. Working with the BLM and DOI SOL, prepare FOIA responses as necessary based on the planning record, including:

a. With appropriate input from BLM and DOI SOL, conduct a review of all responsive documents and determine which should be released to the requester in accordance with applicable law, regulation, and policy, and, subject to final review and approval by DOI SOL and BLM which should be withheld in part or in entirety.

b. With appropriate input from BLM and DOI SOL, review all documents identified on the draft electronic FOIA response index and identify those that are exempt from release under FOIA and applicable regulation.

c. With appropriate input from the BLM and DOI SOL, develop the Vaughn Index which will identify documents being withheld, redacted in whole or in part.

d. Load documents into the appropriate database and provide secure hosting service for representatives from BLM and DOI SOL to review the documents and carry out other activities as described below.

e. Provide dynamic indexing to the database.

f. Prepare a draft electronic FOIA response index in an Excel spreadsheet of all documents in chronological order with a hotlink to each pdf file.

g. Prepare a document summary for each document identified in the draft electronic FOIA response index that identifies, if any, the date, the author, the recipient, the type, and subject matter of the document.

h. Transmit copies of the final FOIA response in electronic format to the BLM as needed to meet requirements.

5.0 DELIVERY/SCHEDULE

This single award Blanket Purchase Agreement (BPA) is for one base year and four option years. It is anticipated that the planning record will be completed in the base year; and that the services of the contractor will be required in subsequent option years for preparation of the ARs and FOIA responses as described above. It is unknown at this time the extent of ARs and FOIA requests which will be received, but the BLM estimates approximately five ARs and FOIA requests within the first year, with approximately five ARs and FOIA requests over the following four years. The exact extent and how long it would take to complete ARs and FOIAS is unknown. Therefore, the period of performance will run for four optional years after completion of the planning record and may be further extended in sixty (60) day increments to address and resolve any contingencies that may arise.

1. In the base year, within the first 90 days of issuance of the BPA, prepare and submit to the BLM the planning record, as described in #2 above. This anticipated work will be obligated through the first call order against the resulting BPA.
2. When notified by the BLM of the need for an AR, provide the BLM a) draft AR in electronic format with an index as described above in #3; and b) a draft privilege log in electronic format with an index as described above in #3, within the time frame negotiated by the BLM (usually 28 days).
3. When notified by the BLM of the need for a FOIA response, provide the BLM with a draft FOIA response in electronic format with an index as described in #4 above, within the time frame negotiated by the BLM (usually 28 days).
4. Within the time frame negotiated by the BLM, provide electronic copies of final AR and final privilege log OR final FOIA response to the BLM that incorporates edits, revisions, comments to the draft as appropriate.

SECTION 6: BPA TERMS AND CONDITIONS

6.1 SIN 899-01 Environmental Consulting Services. The following contract services can be ordered under this BPA:

The services include, but are not limited to: Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13423) in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA); Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans; Environmental program and project management; Environmental regulation development; Economic, technical and/or risk analysis; other environmentally related studies and/or consultations; Homeland Security solutions that

include Biochemical protection; Crime prevention through environmental design surveys (CPTED); Economical, technical and/or risk analysis; Identification and mitigation of threats inclusive of protective measures to mitigate the threats; and Vulnerability assessments. Compliance Services such as review, audit, and implementation/management of EMS and other compliance and contingency plans and performance measures; Permitting; Spill prevention/control and countermeasure plans; Pollution prevention surveys; and Community Right to-Know Act reporting. Advisory Services for ongoing advice and assistance with data and information in support of agency environmental programs involving areas such as Hazardous material spills; Material safety data sheets (MSDS), Biological/medical data sheets; Information hotlines; Poison control hotlines; Environmental regulations and environmental policy/procedure updates; Management, furnishing, or inventory of MSDS. Waste Management Consulting Services to provide guidance in support of waste-related data collection, feasibility studies and risk analyses; Resource Conservation and Recovery Act/Comprehensive Environmental Response Compensation and Liability Act (RCRA/CERCLA) site investigations; Hazardous and/or non-hazardous exposure assessments; Waste characterization and source reduction studies; Review and recommendation of waste tracking or handling systems; Waste management plans and/or surveys; Waste minimization/pollution prevention initiatives; and Review of technologies and processes impacting waste management.

Call orders placed against this BPA may be either time and materials (T&M) or Firm Fixed Price (FFP).

6.2 DELIVERY

Delivery Schedule will be in accordance with the Statement of Work.

6.3 BPA VOLUME

The Government estimates but does not guarantee that the value of the orders to be placed under the BPA(s) is estimated to be $3,000,000(three million) over the course one (1) base year and four (4) subsequent option years. The BPA awardee is not guaranteed a call order award. The Government reserves the right to increase the estimated value by 20%.

6.4 OBLIGATION

This BPA does not obligate any funds, funding will occur at the call order level.

6.5 PURCHASE LIMITATION

There are no minimum or maximum ordering requirements.

6.6 ORDERING METHOD

The following are authorized to place calls against this BPA:

All centers and regions within the Bureau of Land Management

Prior to placing an order against this BPA, the respective Contracting activities must obtain written ordering authority from the Administering Contracting Officer. This will come in the form of a letter authorizing the respective Contracting Activity the authority to utilize the BPA.

6.7 ADMINISTRATION

Individual orders will be administered by the Ordering Contracting Office. The BLM Contracting Officer will be responsible for administering this BPA and any overall concerns or problems under this BPA.

6.8 PERIOD OF PERFORMANCE

The period of performance for this BPA is one (1) base year and four (4) consecutive option years, beginning at date of award.

This BPA expires at the end of the current Offeror's GSA Schedule contract period or each subsequent contract period for which GSA extends the GSA Schedule contract by modification, in which case this BPA will be comparably extended by modification not to exceed a total period of performance of sixty-six (66) months.

6.9 Contractor Personnel Security and Suitability Requirements

Performance of this contract requires contractor personnel to have a Federal government-issued Personal Identity Verification (PIV) credential before being allowed unsupervised access to a DOI/BLM facility and/or information system. The contracting Officer’s Representative (COR) or Contracting Officer’s Technical Representative (COTR) will be the requesting official, and will make arrangements through a DOI Access Card Sponsor for personal identity verification and DOI Access Card issuance.

At least two weeks before start of contract performance, the Contractor must identify all contractor and subcontractor personnel who will require physical and/or logical access for performance of work under this contract. Physical Access means routine, unescorted or unmonitored access to non-public areas of a Federally-controlled facility. Logical access means routine, unsupervised access to a Level 3 or 4 Federally controlled information system. The Contractor must make their personnel available at the place and time specified by the COR/COTR or DOI Access Card Sponsor in order to initiate screening and background investigations. The following forms and inquiries, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF306

- National Criminal History Check (NCHC) (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the contractor)
- Release to Obtain Credit Information
- PIV card application (web-based)

Before starting work under this contract, a National Criminal History Check (NCHC) will be initiated to verify the identity of the individual applying for clearance and to determine the individual's suitability for the position. If the NCHC adjudication is favorable, a DOI Access Card will be issued for that individual. If the adjudication is unfavorable, the credentials will not be issued and the contractor must make other arrangements for performance of the work. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI/BLM shall have the right of final determination.

Contractor employees must give, and authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor must ensure they are available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. In that case, the contractor must provide the COR/COTR with documentation that supports the individual's credentialed status.

Contractor employees who have been successfully adjudicated will be issued DOI Access Cards, which must be activated at a USAcess Credentialing Center. Those Contractor employees not located within a reasonable travel time of a USAcess Credentialing Center will be screened and issued alternate credentials, such as temporary access badges.

During performance of the contract, the Contractor must keep the COR/COTR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR/COTR and issuing Office within 24 hours. If reissuance of expired credentials is needed, it must be coordinated through the COR/COTR.

At the end of contract performance, or when a contractor employee is no longer working under this contract, the Contractor must ensure that all identification cards are returned to the COR/COTR.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine unsupervised access to a Federally controlled facility for more than 180 calendar days or any unsupervised access to a Federally controlled Level 3 or 4 information system.

The contractor will sign a non-disclosure agreement to be provided by the BLM.

6.10 CALL ORDER AWARDS

Each Call Order issued under this BPA will include the following information as applicable:

(1) BPA number and Call Order number;
(2) Date of the order;
(3) Description of the work to be performed;
(4) The work Schedule, period of performance, or required completion date;
(5) Place of delivery or performance;
(6) Deliverables;
(7) CLIN number and description, quantity, unit price and extended total;
(8) The firm fixed price to complete the requirements and/or the ceiling price for those tasks to be performed on a "not-to-exceed" or time-and materials or labor hour basis;
(9) The security requirements, if any;
(10) The payment Schedule; and
(11) Accounting and appropriation data.

6.11 INVOICING

Payment requests for all new awards must be submitted electronically through the U. S. Department of the Treasury's Internet Payment Platform System (IPP). Invoicing procedures will be specified in each individual task order. The default invoicing procedure will be monthly submissions.

TIME-AND-MATERIAL (T&M) CLINs for LABOR

The contractor may invoice monthly on the basis of cost incurred for the T&M CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element, by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

a. Employee name (current and past employees)
b. Employee company labor category
c. Employee labor category
d. Monthly and total cumulative hours worked
e. Corresponding ceiling rate

The contractor may re-allocate, with prior written approval of the Contracting Officer's Representative (COR), the number of hours by labor category, within each labor CLIN as needed to effectively manage the project, provided the total funded labor cost and total hours are not exceeded. Any additional labor categories or increases to total hours or increases to ceilings required during performance must be approved by the Contracting Officer (CO) and added to the call order by modification.

FIRM-FIXED-PRICE (FFP) CLINs

The contractor may invoice for firm fixed price CLINs in accordance with the deliverable schedule provided in the individual call orders.

TRAVEL AND OTHER DIRECT COSTS

Payment for travel and other direct costs will be on a reimburseable basis supported by receipts and other documentation. In accordance with P.L. 99-234, "Federal Civilian Employee and Contractor Travel Expense Act of 1985", travel-related expenditures for Contractor's personnel are restricted to the limits established for federal employees. This includes mileage for company-owned vehicles.

The Contractor shall travel as required to support program tasks. All travel arrangements are to be made by the Contractor. Payment for transportation, per diem, mileage, parking, and other fair and reasonable travel expenses will be paid in accordance with the effective Federal Travel Regulations as amended and supplemented by the Department of the Interior travel regulations where applicable. All travel expenses are to be submitted through the Contractor's invoice for reimbursement. The Contractor shall make every effort to keep travel costs to a minimum. No reimbursement will be made for parking at a Contractor's normal place of work.

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46): Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative costs billed by CLIN/Task. The current invoice period's details shall include separate columns and totals and include the following:

a. Travel Authorization Request identifier, approver name, and approval date
b. Current invoice period

c. Names of persons traveling
d. Number of travel days
e. Dates of travel
f. Number of days per diem charged
g. Per diem rate used
h. Total per diem charged
i. Transportation costs (rental car, air fare, etc.)
j. Total charges

6.12 REPORTING

Contractor shall provide monthly reports to the Administering Contracting Officer with the following information in regard to all task orders awarded during the previous 30 days:

- Ordering activity,
- Call order number(s)
- Call order value(s)
- Cumulative value of all call orders awarded under the BPA

6.13 ORDER OF PRECEDENCE

The terms and conditions included in this BPA apply to all call orders pursuant to it. In the event of an inconsistency between the provisions of this BPA and the terms and conditions of the contractor's Schedule contract, the latter will take precedence.

6.14 PLACE OF PERFORMANCE

All work will be performed at the contractor’s facility and with the contractor’s equipment, except as noted below.

Pending Federal Government security clearances, the contractor will have the option to work from their office using BLM equipment, or from the applicable BLM Washington or State Offices (in which case BLM will provide all material, equipment, and work space for the contractor). The Administrative Records system, using BLM equipment, allows the contractor to access records from any location, and therefore the contractor will be able to utilize the option that best fits their needs.

The contractor may need to travel to and from meetings in the Washington (DC) Office and respective State BLM Offices (Portland, OR; Boise, ID; Reno, NV; Salt Lake City, UT; Cheyenne, WY; Billings, MT; Denver/Grand Junction, CO.); expenses for this travel, including vehicle costs, should be factored into their travel costs estimate in the individual call orders.

The day-to-day supervision and direct control over the work performed by on-site Contractor personnel will be the sole responsibility of the Contractor.

6.15 Government-Furnished Items:

- Any necessary data as identified during the course of the project will be provided to the contractor on the proper and agreed upon media.
- The Government will provide computer, software, and equipment necessary to for the contractor to perform the duties describe above.
- The Government will provide the contractor with the subject records in hard copy or electronic format, i.e., external hard drive(s), jump drives(s), or similar, to be returned upon contract completion.
- The contractor shall use the Government Furnished Property (GFP) only for the purposes authorized by the contract as set forth in the Government Property clause in Section I, Clause 52.245-1.
- Technical assistance will be provided on an as needed basis from the task manager, COR, or other designated Government employees.
- All materials provided or created under this task must be returned to the BLM upon the completion of this task.
- All materials provided or created under this task are the property of the BLM and will not be released or used by the contractor for any other purpose.
- All information provided or created under this task are to be held confidential and will not be released without the permission of the BLM. The contractor will sign a confidentiality agreement.

Contractor Furnished Items:

- The Contractor shall provide qualified personnel to satisfy the requirements of the Call Orders. A highly skilled technical expert is the major factor in the successful performance of this task order.
- The Contractor shall be responsible for ensuring that the deliverable products conform to the call order, BLM Manuals and Handbooks (such as BLM's Land Use Planning Handbook H-1601-1), guidance, and are complete.

6.16 HOURS OF OPERATION

Performance of work is expected between the hours of 7:00 AM to 5:00 PM; Monday through Friday, excluding Government holidays. Modification to duty hours may be required to accommodate unique circumstances.

Government personnel observe the days listed below as holidays. Contractor employees shall not have access to the Government premises on these days:

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October

Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

6.17 POST AWARD CONFERENCE

The Contractor shall meet with the Government COTR, the Contracting Officer, and the Program Manager within five (5) working days of contract award, before performance commences under this Blanket Purchase Agreement(s). This meeting will be conducted to identify primary points of contact, scope of efforts, and task(s). This meeting may take place in person or through a scheduled conference call.

6.18 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

(a) The Contracting Offer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review or inspection and acceptance of supplies, services, including construction, and other functions of the technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents, such as contracts, contract modifications, etc., that require the signature of the Contracting Officer.

BLM will periodically evaluate contractor performance in accordance with contract requirements and standards such as: good workmanship, the contractor's record of forecasting and controlling costs, the contractor's adherence to contract schedules, the contractor's history of reasonable and cooperative behavior and commitment to customer satisfaction, and, generally, the contractor's business-like concern for the interests of the customer. The Contracting Officer and COTR will meet with the Contractor on a quarterly basis to discuss the contractor's performance. The Contractor shall prepare brief presentations, to include handouts. BLM will obtain the results of the formal reviews from the organizational elements.

6.19 KEY PERSONNEL

Under this BPA, the Contractor's "Project Manager" will be considered key. During the first 180 days of performance, the Contractor shall make no substitutions of key personnel unless necessitated by illness, death or termination of employment. The Contractor shall notify the Contracting Officer within fifteen days after the occurrence of any of these three events and provide the information required by paragraph below. After the initial period, the Contractor

shall submit the information to the CO at least fifteen days prior to making any permanent substitutions.

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel, the contractor shall notify the Government CO and the COR of the Blanket Purchase Agreement. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that a proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the active call orders, the contractor may be subject to default action as prescribed by FAR 52.249-6 Termination (Cost Reimbursement) or FAR 52.249-8, Default (Fixed-Price Supply and Service).

6.20 TRAINING

The contractor shall be responsible for funding and providing the necessary training to maintain and enhance the skills, knowledge and abilities of the contractor employees assigned to the task order.

6.21 QUALITY CONTROL PLAN

The contractor shall submit a Quality Control Plan to the CO within 30 days from award. The plan shall include procedures for identifying problems, correcting them, and ensuring they do not reoccur. The Quality Control Plan and any subsequent changes to it shall be approved by the CO. The plan shall address the approach and methods to assure all deliverables (including electronic data input into BLM applications) submitted to BLM are accurate and in compliance with contract requirements and actions to address and correct unacceptable data.

6.22 TRAVEL APPROVAL PROCEDURES

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the FTR.

Requests for travel approval shall:

a. Be prepared in a legible manner.

b. Include a description of the travel proposed including a statement as to purpose.
c. Be summarized by traveler.
d. Identify the Call Order number.
e. Identify the CLIN associated with the travel.
f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

6.23 ORGANIZATIONAL CONFLICT OF INTEREST

If the contractor has or is currently providing support or anticipates providing support to the Department of the Interior that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5.

6.24 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This Blanket Purchase Agreement incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: https://www.acquisition.gov/far/

Clause No	Clause Title	Date
52.217-8	Option to Extend Services Fill-In Date: 30 DAYS	Nov 1999
52.217-9	Option to Extend the Term of the Contract Fill-In: 15 DAYS, 30 DAYS, 66 MONTHS	Mar 2000
52.227-17	Rights in Data – Special Works	Dec 2007
52.232-07	Payments under Time-and-Materials and Labor-Hour Contracts (Aug 2012)	Aug 2012
52.203-98	Prohibition on Contracting with Entities that Require Certain Internal. Confidentiality Agreements—Representation (DEVIATION 2015-02)	Aug 2012
52.203-99	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-02).	Aug 2012
52.204-09	Personal Identity Verification of Contractor Personnel (Jan 2011)	Jan 2011

DEPARTMENT OF INTERIOR Clauses

The full text of a provision may be accessed electronically at:

http://farsite.hill.af.mil/VFDIAR1.HTM
http://www.doi.gov/pam/programs/acquisition/diapr.cfm

Clause No	Clause Title	Date
DIAPR 2010-04	Implementation of Homeland Security Presidential Directive-12 (HSPD 12) Part 2, DOI Access Program Implementation	Dec 2009
DIAPR 2010-14, Am 1	Contractor Performance Assessment Reporting System	July 2010
DIAR 1452.201-70	Authorities and Delegations	Sep 2011
DIAPR 2011-04, Am 4	Electronic Invoicing and Payment Requirements - Invoice Processing Platform	Apr 2013

SECTION 7: PRICING

7.1 ORDER TYPE

The contractor shall perform the effort required by each Call Order on a Firm-Fixed-Price (FFP), or Time and Material (T&M) basis. The work shall be performed in accordance with all Sections of this Blanket Purchase Agreement and the offeror's General Services Administration (GSA) Multiple Award Schedule (MAS).

Offeror shall provide all proposed labor categories and fully burdened labor hour rates for each CLIN. Additional pages may be attached if necessary. Offerors are highly encouraged to discount their GSA schedule pricing, and shall specify the discount that the quoted labor hour rate represents.

8.2 SERVICES AND PRICING
BASE PERIOD

CLIN	Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
001	Organization of the land use planning records for the BLM GRSG planning efforts, including preparation of the BLM-Washington Office Decision Record.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0002	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0003	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0004	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 1** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0005	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0006	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0007	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0008	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 2** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0009	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0010	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0011	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0012	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 3** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0013	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0014	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

0015	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0016	Long Distance Travel and Other Direct Costs	Order Dependent

CLIN	**Option Year 4** Description	Labor Hour Category	Labor Hour Rate (per hr)	GSA Schedule Discount
0017	Project oversight and planning record maintenance.	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0018	Preparation of the Administrative Records as necessary for the GRSG planning effort litigation	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.
0019	Preparation of responses to Freedom of Information Act (FOIA) requests	See attached categories and rates.	See attached categories and rates.	See attached categories and rates.

CLIN	Description	
0020	Long Distance Travel and Other Direct Costs	Order Dependent

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **1/30/2018**

Document Type: (Check One)

Solicitation Contract x □ Other (Existing IAA)

Document Number: 140L0618F0007

Originating Contract Specialist: M. Elliott

Review assigned to: **K. Houghton** by
___MEE_____Initials
The above acquisition document has been reviewed by the undersigned for compliance with applicable acquisition regulations, policies and procedures.

Reviewing Contract
Specialist:_____
_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Branch Chief:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **1/30/2018**

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Signature Date

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Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Branch Chief:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

REVIEW CERTIFICATION FORM
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Date: **1/30/2018**

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Review assigned to: **K. Houghton** by
___MEE_____Initials

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Reviewing Contract Specialist:_____
_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
SF30	(b)5	S
	(b)5	
	(b)5	S
	(b)5	
MFR	(b)5	S

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Branch Chief:_____

Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

REVIEW CERTIFICATION FORM
National Acquisition Branch

Date: **1/30/2018**

Document Type: (Check One)

Solicitation Contract x ☐Other (Existing IAA)

Document Number: 140L0618F0007

Originating Contract Specialist: M. Elliott

Review assigned to: **K. Houghton** by ___MEE_____Initials

The above acquisition document has been reviewed by the undersigned for compliance with applicable acquisition regulations, policies and procedures.

Reviewing Contract Specialist:_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative
SF30	(b)5	S
	(b)5	
	(b)5	S
	(b)5	
MFR	(b)5	S

Section Chief::_____
Signature Date

Comments:

Location or Reference	Comment(s)	(R)equired (S)uggested or (A)dministrative

Branch Chief:_____
Signature Date

Comments:

Location	Comment(s)	(R)equired

or Reference		(S)uggested or (A)dministrative

Purchase Request Form

1. **SAP Generated Requisition Number** _____

2. Requesting Office:	LLOC5700000	3. Requestor Name:	John M Wilson	4. Requestor Phone Number:	303-236-6330

5. Purchase Type (Check One):	Supply		Service	X	Construction		Intergovernmental Order/Interagency Agreement		
	(Item Category For Supplies (Blank) Services/Construction (D)) Found in Line Item Detail Screen								

6. Project Title:	Technical Support Services for GRSG LUPA Litigation Preparation			7. Requested Delivery Date:	02/15/2018
8. Suggested Contracting Officer:	Kirsten Quinones	9. Suggested Contracting Officer 's Rep.*/Receiving Official:	John M Wilson	10. Alternate COR/PI:	None
11. Verify COR Certificate Current (Circle One) **Yes / No**					
12. Issuing Office:	LLOC5700000	13. GSA Contract /National Contract – If Known:	L15PA00170	14. Interagency Agree. No. If Known:	

Line Number	15. Complete Description	16. Quantity	17. Units	18. Estimated Price	19. Total of Line
Line XXX	Technical Support Services for GRSG LUPA Litigation Preparation	1	AU	63,737.50	63,737.50
Line XXX					
Line XXX					

20. Ship to:	DRS/NOC	21. Approvals: (Check All That Apply)	Supervisor:		Other:		22. UPC:	
			Property:		Budget:			
			IT:					

23. Suggested Vendors:	EMPSI	24. Funding Available:	Cost Center (Office Code)	Functional Area (Subactivity/PE)	Work Break Down (Project Code)	Commitment Item (BOC)
			LLWO200000	L11100000.PH0000	LXSGPL000000	

****** IF MORE THAN ONE LINE ITEM AND MORE THAN ONE FUNDING LINE PER ITEM SEE BACK. Multiple fund codes for multiple line items are noted on the back.

25. Attachments Provided: IGE and SOW	Justification for A Non Competitive Requirement FAR Clause: 6.302-1		Suggested 8(a) Vendor:		26. Other:	25
	Statement of Work: Performance Based or Other		Technical Evaluation Criteria:			
	Drawings/Maps/ Illustrations:		Technical Evaluation Proposal Committee:		27. Notes for CO: Period of Performance for Service/Construction: From: To: 03/01/2018 to 09/31/2018 (Note: All services must be 1 year or less, unless options periods are indicated).	
	Independent Government Estimate:		Determination and Findings:			

Line Item ******	Percentage	Cost Center	Functional Area	Work Breakdown	Commitment Item
1 Technical Support Services for GRSG LUPA Litigation Preparation	100	LLWO200000	L11100000.PH0000	LXSGPL000000	63,737.50
2					
3					
X					

ITEMS IN RED – FIELDS THAT ARE REQUIRED FOR FILL IN

Purchase Request Form

1. **SAP Generated Requisition Number** _____

2. Requesting Office:	LLOC5700000	3. Requestor Name:	John M Wilson	4. Requestor Phone Number:	303-236-6330

5. Purchase Type (Check One):	Supply		Service	X	Construction		Intergovernmental Order/Interagency Agreement		
	(Item Category For Supplies (Blank) Services/Construction (D)) Found in Line Item Detail Screen								

6. Project Title:	Technical Support Services for GRSG LUPA Litigation Preparation			7. Requested Delivery Date:	02/15/2018
8. Suggested Contracting Officer:	Kirsten Quinones	9. Suggested Contracting Officer 's Rep.*/Receiving Official:	John M Wilson	10. Alternate COR/PI:	None
11. Verify COR Certificate Current (Circle One) **Yes / No**					
12. Issuing Office:	LLOC5700000	13. GSA Contract /National Contract – If Known:	L15PA00170	14. Interagency Agree. No. If Known:	

Line Number	15. Complete Description	16. Quantity	17. Units	18. Estimated Price	19. Total of Line
Line XXX	Technical Support Services for GRSG LUPA Litigation Preparation	1	AU	63,737.50	63,737.50
Line XXX					
Line XXX					

20. Ship to:	DRS/NOC	21. Approvals: (Check All That Apply)	Supervisor:		Other:		22. UPC:	
			Property:		Budget:			
			IT:					

23. Suggested Vendors:	EMPSI	24. Funding Available:	Cost Center (Office Code)	Functional Area (Subactivity/PE)	Work Break Down (Project Code)	Commitment Item (BOC)
			LLWO200000	L11100000.PH0000	LXSGPL000000	

****** IF MORE THAN ONE LINE ITEM AND MORE THAN ONE FUNDING LINE PER ITEM SEE BACK. Multiple fund codes for multiple line items are noted on the back.

25. Attachments Provided: IGE and SOW	Justification for A Non Competitive Requirement FAR Clause: 6.302-1		Suggested 8(a) Vendor:		26. Other:	25
	Statement of Work: Performance Based or Other		Technical Evaluation Criteria:			
	Drawings/Maps/ Illustrations:		Technical Evaluation Proposal Committee:		27. Notes for CO: Period of Performance for Service/Construction: From: To: 03/01/2018 to 09/31/2018 (Note: All services must be 1 year or less, unless options periods are indicated).	
	Independent Government Estimate:		Determination and Findings:			

Line Item ******	Percentage	Cost Center	Functional Area	Work Breakdown	Commitment Item
1 Technical Support Services for GRSG LUPA Litigation Preparation	100	LLWO200000	L11100000.PH0000	LXSGPL000000	63,737.50
2					
3					
X					

ITEMS IN RED – FIELDS THAT ARE REQUIRED FOR FILL IN

Task 2: Revised Pricing

1/10/2018

Estimate per Subregion

Labor Costs		Base Contract Rate* 1 May 2017 - 30 Apr 2018			TASK 2	
Contract Labor Category	Corresponding GSA Labor Category	Contract Labor Rate	% Discount	Discounted Contract Labor Rate*	Estimated # of Hours	Total Cost Task 2
Supervisor/Manager	Principal Scientist / Engineer L3	$186.70	10%	$168.03	8	$1,344.24
Analyst - Senior (Sr.)	Senior Scientist / Engineer L3	$137.32	5%	$130.45	80	$10,436.32
Analyst - Junior (Jr.)	Scientist / Engineer L3	$90.34	5%	$85.82	0	$0.00
Mapping Specialist (Sr.)	GIS L1	$102.32	5%	$97.20	0	$0.00
Mapping Specialist (Jr.)	GIS L2	$90.34	5%	$85.82	0	$0.00
Administrative Support (Sr.)	Word Processor	$65.80	0%	$65.80	16	$1,052.80
Administrative Support (Jr.)	Clerical	$60.74	0%	$60.74	8	$485.92
Consultant/Scientist (Executive)	Principal Scientist / Engineer L4	$174.66	5%	$165.93	0	$0.00
Consultant/Scientist	Scientist / Engineer L1	$114.43	5%	$108.71	80	$8,696.68
				Subtotal Labor Cost		*$22,015.96*
Other Direct Costs	**Unit**			**Unit Price**	**Quantity**	**Total**
Travel - Airfare	per flight roundtrip			$500.00	2	$1,000.00
Travel - Car Rental	per day			$75.00	4	$300.00
Travel - per diem	per day			$144.00	10	$1,440.00
Mileage	per mile			$0.5350	50	$26.75
Document Production	per document			$20.00	3	$60.00
				$0.00	0	$0.00
				Subtotal ODCs		*$2,826.75*
				TOTAL COST		**$24,842.71**

Assumptions:

2 EMPSi staff will attend one 3-day workshop.

One Strategy Report is prepared for each Subregion within the rage of Greater Sage-Grouse.

All submittals will be electronic (e.g., PDF); up to three hardcopies of the final will be provided as needed.

Draft doucments will not be 508 compliant. Final doucments will be 508 compliant.

This page contains trade secrets or confidential commercial and financial information which the offeror believes to be exempt from disclosure under the Freedom of Information Act and which is subject to the legend contained on the cover page of this proposal

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1.0 INTRODUCTION

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping report.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

2.0 PLACE OF PERFORMANCE

Contractor facility.

3.0 PERFORMANCE PERIOD

Preliminary Schedule (Key Milestones)

- Contract award 11/27/2017
- Post contract award kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/19/2017
- Final Scoping Report - 12/31/17

TASK 1a: Public Scoping Report (Optional with schedule TBD)

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Optional with schedule TBD)

Please anticipate and take into consideration common variables which may impact the schedule; this may result in a post-award modification to Key Milestone, Task 1a and Task 2 delivery periods.

4.1 TRAVEL

Travel is anticipated as defined in tasks and should be identified in the offeror's quote. All Travel costs associated with the performance of the call/task order must be in accordance with each BPA Holder's Base BPA and must comply with Federal Travel Regulations.

4.2 SUBCONTRACTS, IF APPLICABLE

The Respondent shall list all anticipated subcontracted effort in the format of the table below, to include: The (Sub) Company Name, the Prime's Labor Category/Rate and Service(s) provided.

Subcontractor Company Name	Prime's Labor Category	Prime's Labor Rate	Service Provided

Note: Clause 52.219-14, Limitations on Subcontracting applies.

5.0 STATEMENT OF WORK

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse

Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

The BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

SPECIFIC RESPONSIBILITIES AND TASKS

FORMAT, PROCESS and RECORDS

Contractor's General Responsibilities:

The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects and the agency is providing limited time to complete the deliverables.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings may not be specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offeror's quote.

The Contractor shall collaborate with the BLM project management and COR to identify specific schedules and resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media, using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the BLM project manager and COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed to reconcile or provide context to scoping comments;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and
- Printing and Distribution - the BLM will print and mail the any pertinent documents;

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by the BLM and general schema provided by the agency;
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

5.1 TASKS

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the scoping effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross reference by location, interest, and issues to sections of the existing sage grouse plans.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one printed draft and electronic copies of the Scoping Report for internal review
        3. A final edited version of the Scoping Report

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. The BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Optional)

This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not possible for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Optional)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops to be coordinated by the contractor.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans. The BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues, proposed data used, impact indicators, and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:
1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:
1. Deliverable 1 due three weeks after the last team workshop;

2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

6.0 GOVERNMENT FURNISHED ITEMS

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tribal Consultation; and
- A designated project manager and Contracting Officer's Representative (COR);
- Agency Specialists - BLM will provide contacts as needed to supply the Contractor with input/information regarding affected programs and resources;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);
- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

6.1 INTELLECTUAL PROPERTY

The BLM and the contractor will be synthesizing public comment that may set the framework for decision making through a plan amendment process. Work performed under this contract is sensitive and potentially predecisional. As such, contractors performing services shall sign a Non-Disclosure Agreement form prior to performing any work.

7.0 CONTRACTOR FURNISHED ITEMS

- The Contractor shall provide all primary authors;
- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

8.0 INVOICING

The default invoicing procedure of monthly submissions will pertain to this BPA Call/task order; to include a Month-end progress report to be submitted with the monthly invoice. All Bureau of Land Management invoices will be submitted in accordance with the DOI Electronic Invoicing and Payment Requirements – Invoice Processing Platform (IPP). The clause is listed in the clauses section of the BPA.

9.0 SECURITY REQUIREMENTS

The BLM requires contractor personnel to have a Federal government-issued Personal Identity Verification (PIV) credential before being allowed unsupervised access to a DOI/BLM facility and/or information system. Off-site personnel will not require a PIV.
The contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) will be the requesting official, and will make arrangements through a DOI Access Card Sponsor for personal identity verification and DOI Access Card issuance.

At least two weeks before start of contract performance, the Contractor must identify all contractor and subcontractor personnel who will require physical and/or logical access for performance of work under this contract. Physical Access means routine, unescorted or unmonitored access to non-public areas of a Federally-controlled facility. Logical access means routine, unsupervised access to a Level 3 or 4 federally controlled information system. The Contractor must make their personnel available at the place and time specified by the COR/COTR or DOI Access Card Sponsor in order to initiate screening and background investigations. The following forms and inquiries, or their equivalent, will be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF306
- National Criminal History Check (NCHC) (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are to be borne by the contractor)
- Release to Obtain Credit Information
- PIV card application (web-based)

Before starting work under this contract, a National Criminal History Check (NCHC) will be initiated to verify the identity of the individual applying for clearance and to determine the individual's suitability for the position. If the NCHC adjudication is favorable, a DOI Access Card will be issued for that individual. If the adjudication is unfavorable, the credentials will not be issued and the contractor must make other arrangements for performance of the work. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI/BLM shall have the right of final determination.

Contractor employees must give, and authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor must ensure they are available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. In that case, the contractor must provide the COR/COTR with documentation that supports the individual's credentialed status.

Contractor employees who have been successfully adjudicated will be issued DOI Access Cards, which must be activated at a USAcess Credentialing Center. Those Contractor employees not located within a reasonable travel time of a USAcess Credentialing Center will be screened and issued alternate credentials, such as temporary access badges.

During performance of the contract, the Contractor must keep the COR/COTR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen must be reported to the COR/COTR and issuing Office within 24 hours. If reissuance of expired credentials is needed, it must be coordinated through the COR/COTR.

At the end of contract performance, or when a contractor employee is no longer working under this contract, the Contractor must ensure that all identification cards are returned to the COR/COTR.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine unsupervised access to a Federally controlled facility for more than 180 calendar days or any unsupervised access to a Federally controlled Level 3 or 4 information system.

The BLM will escort contractor staff participating solely on Task 1 during on-site visits unless it is agreed upon by the BLM to credential the contractor staff performing Task 1 for prolonged on-site work. If this occurs, the details found above at 10.0 Security Requirements will apply.

All contract personnel are required to identify themselves as contractors. Whether attending meetings, answering Government telephones, or working in other situations where their contractor status is not obvious to third parties, they must make their status known to avoid creating an impression that they are Government employees. To assist in the identification the following shall be implemented:

· Each contractor employee shall be provided, and shall wear in plain sight, an identification badge which clearly indicates they are a contractor employee.

· A name plate or tag identifying the employee as an employee of the contractor shall be affixed in plain sight to the employee's cubicle or office.

· Contractor employees shall identify themselves as such in all correspondence, such as e-mails or faxes, originating from a Government provided source.

· Contractor employees shall not attend Government all employee meetings or other inherently Governmental meetings unless specifically notified. All such notifications shall be coordinated through the Contracting Officer and contract manager. If attendance at a recurring meeting is necessary for accomplishment of contractual requirements a blanket notification may be executed.

· To the maximum extent practicable, consistent with their duties, contractor employees shall identify themselves as such in telephone conversations using a Government provided telephone.

10.0 CONTRACT CLAUSES

The Offeror's GSA Schedule and BLM BPA terms and conditions are incorporated in this RFQ.

The following FAR Clauses are also incorporated by reference and are in full force and effect:

52.217-5 Evaluation of Options
52.217-9 Option to Extend the Term of the Contract

11.0 POINTS OF CONTACT

PROJECT MANAGER
Brian St George
BLM Colorado State Office
2850 Youngfield Street
Lakewood, CO 80215
Phone: (303) 239-3768
Email: bstgeorg@blm.gov

CONTRACTING OFFICER'S REPRESENTATIVE (COR)
John Wilson
BLM National Operations Center; Bldg. 50
P.O. Box 25047
Denver, CO 80225-0047
Phone: (303) 236-6330
Email: johnwilson@blm.gov

CONTRACTING OFFICER (CO)
Michelle Elliott
BLM National Operations Center; Bldg. 50
P.O. Box 25047
Denver, CO 80225-0047
Phone: 303.236.6402
Fax: 303.236.9470
Email: melliott@blm.gov

Elliott, Michelle <melliott@blm.gov>

[RFQ DUE 10JAN18, 12PM MST] F17PA00028_140L0618F0007, Range Wide Scoping Report

1 message

Elliott, Michelle <melliott@blm.gov> Mon, Jan 8, 2018 at 6:22 PM
To: Kate Krebs <kate.krebs@empsi.com>
Cc: David Batts <david.batts@empsi.com>, Elizabeth Finley <emfinley@blm.gov>, John Wilson <johnwilson@blm.gov>
Bcc: "St George, Brian" <bstgeorg@blm.gov>, Ryan Hathaway <rhathaway@blm.gov>

Dear EMPSi,

The BLM seeks a revised pricing quote for Optional Task 2 of the subject contract:

I do apologize for the re-work and any inconvenience. Please note the aggressive timeline. As you know this is an ever changing political climate which inevitably affects our established contracts. Currently, pricing is reflected by labor category/rate and estimated # of hours, followed by travel. We do wish to see this breakdown; however, please provide a pricing breakdown per meeting rather than the lump sum breakdown. Please reflect the corresponding labor category/rate and estimated # of hours, travel (x 8 meetings). The BLM requires this flexibility as there may be a variance of what each state requires with regard to planning processes.

Please contact me with any questions.

I will be on travel the 10th for the remainder of the week and will be available intermittently via email. My telephone will be forwarded if you wish to reach me by phone during this time. Thank you in advance.

Sincerely,

MICHELLE E. ELLIOTT | CONTRACTING OFFICER LEAD

NATIONAL OPERATIONS CENTER | DENVER CO 80225 | 303.236.6402 (W)

TO: Michelle Elliot, Contracting Officer Lead

DATE: November 22, 2017

FROM: Brian St George, Greater Sage-grouse Planning Lead

SUBJECT: Contractor selection recommendation - EMPSi

As chair of the technical review panel for RFQ40367703 BLM Range-Wide Scoping Report, I am prepared to recommend selection of EMPSi having considered both technical and price factors. My panel of experts has reached a unanimous decision in recommending EMPSi.

The proposal from EMPSi demonstrates excellent technical capacity, expertise and approach. EMPSi's experience with BLM Greater Sage-grouse planning and more recent national initiative of similar scope set them apart from the other bidder. My team considered and was impressed by EMPSi's focus on how the range-wide scoping report relates to subsequent planning steps. The proposal highlights preliminary issues the company will discuss and consider with BLM, indicating a high level of familiarity with a complex national initiative. Additionally, EMPSi already have access to and recent training in the use of BLM systems.

Past project summaries demonstrate this organization to be well positioned to meet the needs of the BLM. Their price quotation is reasonable, asserts clear assumptions, and while not identical to the government estimate, is within a reasonable deviation. We examined the contractor's labor costs and labor hour estimates which revealed the primary difference in estimated price. The government accurately predicted the amount of labor planned for the requirement but significantly underestimated the cost of that labor. Having corrected for the cost of labor, we still find EMPSi's estimate to be reasonable and within the government's allocated budget.

Please accept our recommendation to select EMPSi for RFQ40367703 BLM Range-Wide Scoping Report and thank you for all your support in this process!

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Michelle Elliott Log Out

Entity Dashboard

- Entity Overview
- Entity Registration
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
- Exclusions
  - Active Exclusions
  - Inactive Exclusions
  - Excluded Family Members

RETURN TO SEARCH

Environmental Management and Planning Solut

DUNS: 623557639 CAGE Code: 4CYX4
Status: Active

1630 30th St Ste A
Boulder, CO, 80301-1045 ,
UNITED STATES

Expiration Date: 04/05/2018
Purpose of Registration: All Awards

Entity Overview

Entity Registration Summary

Name: Environmental Management and Planning Solutions, Inc.
Doing Business As: EMPSI
Business Type: Business or Organization
Last Updated By: John King
Registration Status: Active
Activation Date: 04/05/2017
Expiration Date: 04/05/2018

Exclusion Summary

Active Exclusion Records? No

REQUEST FOR PROPOSAL
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

TO BE AWARDED AS A CALL
UNDER GSA FEDERAL SUPPLY SERVICE (FSS)
BLANKET PURCHASE AGREEMENT

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I. INTRODUCTION
The Bureau of Land Management (BLM), requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

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As a result of this Request for Proposal (RFP), the Government intends to award a Call (Attachment 2) against a GSA FSS contract, Blanket Purchase Arrangement as described in the attached Statement of Work (Attachment 1).

The Government reserves the right to either issue a Call without further discussion or enter into discussions. Therefore, offeror is encouraged to submit its most favorable offer initially.

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The period of performance will be as stated in the Call.

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V. GSA PRICE REDUCTIONS
The Contractor shall provide the CO with a copy of all modifications to its GSA FSS Schedule, within 30 days of the effective date. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for any resultant Call.

The Contractor may, at any time during the life of any resultant Call, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant Call shall be incorporated by modification.

VI. LIST OF ATTACHMENTS

Attachment I - Statement of Work and Schedule

VII. INSTRUCTIONS TO CONTRACTORS

A. Submission of Technical and Price Proposals
   1. Proposals shall be submitted in hard copy.
   2. The hard copy submittal shall consist of one technical proposal and one price proposal.
   3. The technical and price offers shall be packaged separately and clearly marked" technical proposal" or "price offer" on the outside.
   4. The Request for Proposal number LI IPSO 1268 shall be identified on all packages to be mailed or hand delivered.
   5. The address for mailing responses:
      Bureau of Land Management, XXXX
      Branch of Procurement Management
      P. 0. Box XXXX
   6. The address for delivering hand carried responses, including overnight or express, is:
      Bureau of Land Management, XXXX
      Branch of Procurement Management
      P. 0. Box XXXX

B. Technical Proposal: Technical Proposal is limited to 15 pages.
   1. Past Performance

      Offerer shall submit five references consisting of present or past customers within the last three years capable of verifying performance in like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement and the dollar amount. Include name and telephone number of the cognizant Contracting Officer and technical project representative for each reference.

   2. Technical Experience and Organization
      Offerer shall describe its experience in providing services equivalent to the services required by the attached Statement of Work. Describe organization and propose staffing adequate to complete the Call timely.

   3. Key Personnel

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A Project Manager shall be designed to be the point of contact with the Government for all work under the Call. An Assistant Project Manager may also be designated. Both the Project Manager and Assistant Project Manager, if identified, shall be considered as "key personnel, as well as any other position the offerer may also identify as a key person in its technical proposal. The offerer agrees that assigned key personnel shall not be removed or replaced without the written concurrence of the CO. If the CO determines that suitable replacement of key personnel is not feasible or that the reduction of effort would be so substantial as to impair the successful performance of the work, the Contractor may be subject to default action under the affected Task Order or the contract. Ultimate approval/disapproval to replace key personnel is the responsibility of the CO. Brief resumes shall be submitted for all identified key personnel to be assigned to the BLM Call.

C. Price Proposal

1. Offerer shall include a copy of its most current GSA Group 899 l Schedule Contract with price proposal. Responses which do not include the schedule may not be considered for award.

2. Include GSA labor rates, the discount percent being offered and the resultant discounted labor prices on Attachment 2 to be used in the price proposal for the Call.

3. All discounted hourly rates shall incorporate the one (l) percent industrial funding as required for GSA FSS contracts.

4. Specifically identified positions to be assigned to each Call, with the discounted labor rates and attributable hours for each, along with other direct costs shall be submitted as a fixed price proposal for each of the tasks identified in the Statement of Work on Attachment 2.

5. Provide a summary page of fixed price proposals for each of the tasks identified total offered price to the Government.

6. Price proposals may be provided in other formats with all required information provided.

VIII. EVALUATION OF TECHNICAL AND PRICE PROPOSALS

A. Initial Screening Process

The Government will initially screen all offers for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will NOT receive further consideration.

B. Evaluation Criteria

Award will be made to the offerer whose proposal is determined to represent the best value to the Government, after considering technical evaluation and offered price. In making the best value determination, the Government considers the technical evaluation more important than offered price. There are three areas within the technical evaluation, all of which will be considered, but are listed in descending order of importance: technical experience/organization, past performance, and key personnel, as follows:

1. Technical Experience/Organization (50 points)
    a. Experience of offerer in performing like services for similar Statements of Work and subject matter.
    b. Understanding of the Statement of Work as evidenced by the offerer's appropriateness of proposed general staffing as evidenced by abbreviated resumes.
    c. Capability of the offerer's organization to provide the required products as set forth in the Statement of Work within the time constraints specified.
    d. Demonstrate an overall understanding of BLM's resource management procedures related to the Statement of Work.
    e. Demonstrate an ability review and analyze public comments, identify issues, categorize issues and provide explanation for categorization, and write a summary report of professional quality in a timely manner.

2. Past Performance (30 points)
    a. Overall previous experience and qualifications of the offerer relevant to or or similar to the Statement of Work.
    b. Prior experience and demonstrated past performance to other Government organizations relevant to or similar to the Statement of Work
    c. Ability to meet schedules and control costs

3. Key Personnel (20 points)
    a. Identification of program manager and assistant program manager (if designated)
    b. Identification of other designated key personnel
    c. Experience of key personnel to insure capability of managing similar Statements of Work adequately and in a timely manner by submission of abbreviated resumes.

4. Offered Price Evaluation

    The hourly discounted prices for Tasks will be evaluated in relation to the GSA Schedule and other offerors. Quantity of hours will be evaluated in relation to Statement of Work and other offerors.

IX. AWARD INFORMATION

Each BLM office to award a Call will be made in accordance with the prices awarded in the Blanket Purchase Arrangement and in accordance with Evaluation of Technical and Price Proposals.

X. DELIVERABLES

The Contractor shall begin work within 3 calendar days from the effective date of the Notice to Proceed. The Contractor shall continue performance of the work under the contract without delay or interruption except by causes beyond Contractor's control as defined by contract clauses, or by the receipt of a "Suspend Work Order" issued by the Government. Failure to do so may be cause for action under the "Default" clause. The Contractor shall complete all work required within the time specified in the Call. Deliverables shall be addressed to the BLM COR as stated in the Call:

XI. REPORTS

Reports shall be submitted as specified in the Statement of Work.

XII. INVOICES/PAYMENT AND TRAVEL

A. Payments will be made for project work inspected and accepted. Invoices shall contain, as a minimum, the following information:

Name & address of the prime contractor
Invoice Date GSA contract number
Call number
Invoices shall be sent to:
Bureau of Land Management
OC622 Payments Section
Denver Federal Center, Bldg. 50
P. 0. Box 25047
Denver, Colorado 80225

B. Travel - All travel will be reimbursed in accordance with current Federal Travel Regulations and shall be identified and approved in advance by the CO.

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ATTACHMENT I

STATEMENT OF WORK FOR
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping reports.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the

court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

Preliminary Schedule (Key Milestones)

- Conduct a kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/15/2017
- Final Scoping Report - 12/31/17

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:

The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and

necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offerer's proposal.

The Contractor shall create and implement the project management plan, including schedule, as approved by the BLM and collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media, using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the
- EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and

- Printing and Distribution - the BLM will print and mail the any pertinent documents;

Agency-Furnished Materials:

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tr bal Consultation; and
- Contracting Officers Representative (COR) - the BLM will designate a COR;
- Agency Specialists - BLM will provide contacts from each BLM State Office to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);
- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by BLM and general schema provided by the agencies; ·
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of

scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analys is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
        4. Completion of Scoping phase aspects of Public Participation plan
        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of

comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Option)
This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not poss ble for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans.
BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other

BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

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REQUEST FOR PROPOSAL
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

TO BE AWARDED AS A CALL
UNDER GSA FEDERAL SUPPLY SERVICE (FSS)
BLANKET PURCHASE AGREEMENT

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The Government is obligated only to the extent of funding specified on any resultant Call. The awarded contractor shall incur costs under any resultant BLM Call only in the performance of the Statement of Work as contained herein and in each Call. No other costs are authorized without the express written consent of the BLM Contracting Officer (CO).

V. GSA PRICE REDUCTIONS
The Contractor shall provide the CO with a copy of all modifications to its GSA FSS Schedule, within 30 days of the effective date. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for any resultant Call.

The Contractor may, at any time during the life of any resultant Call, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant Call shall be incorporated by modification.

VI. LIST OF ATTACHMENTS

Attachment I - Statement of Work and Schedule

VII. INSTRUCTIONS TO CONTRACTORS

A. Submission of Technical and Price Proposals
   1. Proposals shall be submitted in hard copy.
   2. The hard copy submittal shall consist of one technical proposal and one price proposal.
   3. The technical and price offers shall be packaged separately and clearly marked" technical proposal" or "price offer" on the outside.
   4. The Request for Proposal number LI IPSO 1268 shall be identified on all packages to be mailed or hand delivered.
   5. The address for mailing responses:
      Bureau of Land Management, XXXX
      Branch of Procurement Management
      P. 0. Box XXXX
   6. The address for delivering hand carried responses, including overnight or express, is:
      Bureau of Land Management, XXXX
      Branch of Procurement Management
      P. 0. Box XXXX

B. Technical Proposal: Technical Proposal is limited to 15 pages.
   1. Past Performance

      Offerer shall submit five references consisting of present or past customers within the last three years capable of verifying performance in like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement and the dollar amount. Include name and telephone number of the cognizant Contracting Officer and technical project representative for each reference.

   2. Technical Experience and Organization
      Offerer shall describe its experience in providing services equivalent to the services required by the attached Statement of Work. Describe organization and propose staffing adequate to complete the Call timely.

   3. Key Personnel

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A Project Manager shall be designed to be the point of contact with the Government for all work under the Call. An Assistant Project Manager may also be designated. Both the Project Manager and Assistant Project Manager, if identified, shall be considered as "key personnel, as well as any other position the offerer may also identify as a key person in its technical proposal. The offerer agrees that assigned key personnel shall not be removed or replaced without the written concurrence of the CO. If the CO determines that suitable replacement of key personnel is not feasible or that the reduction of effort would be so substantial as to impair the successful performance of the work, the Contractor may be subject to default action under the affected Task Order or the contract. Ultimate approval/disapproval to replace key personnel is the responsibility of the CO. Brief resumes shall be submitted for all identified key personnel to be assigned to the BLM Call.

C. Price Proposal

1. Offerer shall include a copy of its most current GSA Group 899 l Schedule Contract with price proposal. Responses which do not include the schedule may not be considered for award.

2. Include GSA labor rates, the discount percent being offered and the resultant discounted labor prices on Attachment 2 to be used in the price proposal for the Call.

3. All discounted hourly rates shall incorporate the one (l) percent industrial funding as required for GSA FSS contracts.

4. Specifically identified positions to be assigned to each Call, with the discounted labor rates and attributable hours for each, along with other direct costs shall be submitted as a fixed price proposal for each of the tasks identified in the Statement of Work on Attachment 2.

5. Provide a summary page of fixed price proposals for each of the tasks identified total offered price to the Government.

6. Price proposals may be provided in other formats with all required information provided.

VIII. EVALUATION OF TECHNICAL AND PRICE PROPOSALS

A. Initial Screening Process

The Government will initially screen all offers for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will NOT receive further consideration.

B. Evaluation Criteria

Award will be made to the offerer whose proposal is determined to represent the best value to the Government, after considering technical evaluation and offered price. In making the best value determination, the Government considers the technical evaluation more important than offered price. There are three areas within the technical evaluation, all of which will be considered, but are listed in descending order of importance: technical experience/organization, past performance, and key personnel, as follows:

1. Technical Experience/Organization (50 points)
    a. Experience of offerer in performing like services for similar Statements of Work and subject matter.
    b. Understanding of the Statement of Work as evidenced by the offerer's appropriateness of proposed general staffing as evidenced by abbreviated resumes.
    c. Capability of the offerer's organization to provide the required products as set forth in the Statement of Work within the time constraints specified.
    d. Demonstrate an overall understanding of BLM's resource management procedures related to the Statement of Work.
    e. Demonstrate an ability review and analyze public comments, identify issues, categorize issues and provide explanation for categorization, and write a summary report of professional quality in a timely manner.

2. Past Performance (30 points)
    a. Overall previous experience and qualifications of the offerer relevant to or or similar to the Statement of Work.
    b. Prior experience and demonstrated past performance to other Government organizations relevant to or similar to the Statement of Work
    c. Ability to meet schedules and control costs

3. Key Personnel (20 points)
    a. Identification of program manager and assistant program manager (if designated)
    b. Identification of other designated key personnel
    c. Experience of key personnel to insure capability of managing similar Statements of Work adequately and in a timely manner by submission of abbreviated resumes.

4. Offered Price Evaluation

    The hourly discounted prices for Tasks will be evaluated in relation to the GSA Schedule and other offerors. Quantity of hours will be evaluated in relation to Statement of Work and other offerors.

IX. AWARD INFORMATION

Each BLM office to award a Call will be made in accordance with the prices awarded in the Blanket Purchase Arrangement and in accordance with Evaluation of Technical and Price Proposals.

X. DELIVERABLES

The Contractor shall begin work within 3 calendar days from the effective date of the Notice to Proceed. The Contractor shall continue performance of the work under the contract without delay or interruption except by causes beyond Contractor's control as defined by contract clauses, or by the receipt of a "Suspend Work Order" issued by the Government. Failure to do so may be cause for action under the "Default" clause. The Contractor shall complete all work required within the time specified in the Call. Deliverables shall be addressed to the BLM COR as stated in the Call:

XI. REPORTS

Reports shall be submitted as specified in the Statement of Work.

XII. INVOICES/PAYMENT AND TRAVEL

A. Payments will be made for project work inspected and accepted. Invoices shall contain, as a minimum, the following information:

Name & address of the prime contractor
Invoice Date GSA contract number
Call number
Invoices shall be sent to:
Bureau of Land Management
OC622 Payments Section
Denver Federal Center, Bldg. 50
P. 0. Box 25047
Denver, Colorado 80225

B. Travel - All travel will be reimbursed in accordance with current Federal Travel Regulations and shall be identified and approved in advance by the CO.

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ATTACHMENT I

STATEMENT OF WORK FOR
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement to complete a range-wide scoping report in response to the BLM's initiation of a planning process to potentially amend land use plans previously addressed in the BLM's 2015 National Greater Sage Grouse Planning Effort pertaining to Greater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the scoping process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include sorting and processing scoping comments received by the BLM during a public scoping period, the preparation and review of a range-wide scoping report, and the compilation of the project administrative records for scoping. These tasks include comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. The primary deliverable is a completed, approved scoping reports.

The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in developing a scoping report and comment summaries related to potential RMP amendments to help address the management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse management objectives for the affected states.

Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the

court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

Summary

BLM requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and environmental documents for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, North Dakota, Nevada, Oregon, South Dakota, Utah, Washington and Wyoming.

Preliminary Schedule (Key Milestones)

- Conduct a kick-off meeting with key BLM staff - 11/27/2017
- Consolidate and parse all scoping comments in BLM's ePlanning KARA System - 12/4/2017
- Preliminary Draft Scoping Report - 12/15/2017
- Final Scoping Report - 12/31/17

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:

The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to complete an approved scoping report.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing NEPA documents and resource management plans or amendments. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and

necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan and shall state assumptions in the offerer's proposal.

The Contractor shall create and implement the project management plan, including schedule, as approved by the BLM and collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise a scoping report.

The Contractor shall maintain good communications with the BLM by holding progress update meetings with the BLM no less than weekly; serving as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; developing and maintaining the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; providing all documents in a BLM-approved media, using appropriate software to ensure compliance with Section 508 of the Rehabilitation Act of 1973; and developing written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, the Contractor shall respond to public inquiries regarding the planning and NEPA Processes; coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; and prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials:

- All labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order; and
- All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shall be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agency General Responsibilities:

- Maintain good communications with the Contractor;
- Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the
- EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
- Typeset and publish documents;
- Provide initial mailing lists, conduct mailings;
- Provide comments to Contractor in a timely manner;
- Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations; and

- Printing and Distribution - the BLM will print and mail the any pertinent documents;

Agency-Furnished Materials:

- Public scoping meetings and comments received at those meetings;
- Access to email other electronic records of comments received during the scoping period;
- NHPA Section I 06 Consultation and Tr bal Consultation; and
- Contracting Officers Representative (COR) - the BLM will designate a COR;
- Agency Specialists - BLM will provide contacts from each BLM State Office to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
- Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
- References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards necessary to understand the context of public comments and support grouping comments by issue and relevance in the development of a final scoping report;
- Copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor (references maybe provided in electronic formats or as internet references);
- Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents; and
- Project Record schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to file supporting records relative to this contract.

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort.

- The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified by BLM and general schema provided by the agencies; ·
- Coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review;
- Provide all documents in a BLM-approved media, using appropriate software to ensure Section 508 compliance; and
- Provide electronic communications in formats accessible to agency personnel.

Deliverables are as noted below. The Contractor must perform the following tasks (the dates associated with the following tasks shall be finalized in the BLM approved Project Management Plan):

TASK 1: Public Scoping Report

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in potential RMP Amendment/EISs. The process of

scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). BLM will host 15 public scoping meetings. The number of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM has prepared and published a Notice of Intent in the Federal Register and plans to receive assistance to record all written and e-mail responses. The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments, appropriate analysis topics, and scope for analysis. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action (including plan maintenance); or 3) Issues beyond the scope of the plan amendment. The BLM assumes it will receive in excess of 4,000 unique substantive comments.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of a scoping report. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analys is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        3. A final edited version of the Scoping Report
        4. Completion of Scoping phase aspects of Public Participation plan
        5. Scoping template and public involvement material

Due Date: Provide draft twenty (20) calendar days from Notice to Proceed. BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of

comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

TASK 1a: Public Scoping Report (Option)
This task is demonstrably the same as Task 1: Scoping Report, with the exception of the assumed number of comments. It is not poss ble for the BLM to predict accurately the number of comments received. The contractor shall provide a cost for each additional increment of 250 unique substantive comments processed in accordance with the terms contained within this statement of work.
Due Date: Concurrent with the Scoping Report development.

TASK 2: Strategy Report for Draft Alternatives and Impact Analysis (Option)
This optional task expands upon the Scoping Report to support the next phase of BLM planning efforts described in the General Information Section above. The contractor will develop a strategy report detailing planning criteria, an outline of alternatives, and strategy for impact analysis with BLM guidance and support. The contractor will coordinate the development and writing of a Draft Alternatives and Impact Analysis Strategy Report outlining the issues BLM can address through land use allocation decisions (consistent with BLM Planning Handbook and NEPA). The contractor will lead, facilitate, record and participate in all strategy formulation workshops with the BLM. These workshops will address the development of planning criteria, an outline of alternatives, and strategies for impact analysis including the identification of data needs. There will be a minimum of 8 workshops - one for each BLM state office within the range of Greater Sage-grouse. Each meeting will likely be 3-day (full day) workshops.

During the performance period, the contractor shall work closely with the BLM project team and other staff in order to develop an initial and wide ranging outline of alternatives to be addressed in each state, including the existing or current management. The contractor will support the BLM in developing and refining the Purpose and Need statements and planning criteria (consistent with Chapter 1 as described in the BLM Planning Handbook). As part of formulating the strategy, the contractor will work with the BLM in refining these sections of Chapter 1 to ensure that the outline of alternatives respond directly to these sections and these sections respond to the issues identified in the Scoping Report.

The BLM staff has the knowledge and expertise that is necessary to develop a range of alternatives, however the contractor will provide a meaningful and effective process to assist BLM staff with developing this range. The contractor will also provide suggestions and advice, based on knowledge and experience with other plans.
BLM will approve the format and content of the strategy report. Issues identified in the Scoping Report and other reports will also be contained in the alternatives as appropriate. The contractor will also use available existing data, incorporate new data gathered by BLM as appropriate and available, Cooperating Agency input, RAC/Sub-RAC input, information from an AMS and from BLM office files as a minimum. All available data, management plans, and other

BLM information will be supplied to the contractor or would be available for inspection and reproduction by contractor.

The contractor will develop a strategy report that will address, at a minimum, assumptions, methods, techniques, criteria, alternatives, issues proposed data used, impact indicators and conclusions consistent with the Scoping Report.

Specifically, the contractor will provide:

1. A review version of the Strategy Report for the BLM and Cooperating Agencies;
2. A review version of the Strategy Reports for BLM Washington Office and Departmental staff incorporating comments from deliverable 1.
3. A final version of the Strategy Reports; 3 bound copies and 1 CD.

Due Date:

1. Deliverable 1 due three weeks after the last team workshop;
2. Deliverable 2 two weeks after receiving direction from the BLM project manager regarding comments from BLM staff;
3. Deliverable 3 due two weeks after receiving direction from BLM project manager regarding comments from Washington and Department.

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REQUEST FOR PROPOSAL
FACILITATION AND ASSISTANCE
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND ~~MULTIPLE~~
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

TO BE AWARDED AS A CALL
UNDER GSA FEDERAL SUPPLY SERVICE (FSS)
BLANKET PURCHASE AGREEMENT

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I. INTRODUCTION

The Bureau of Land Management (BLM), requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and multiple environmental documents ~~(environmental impact statements and land use plan amendments)~~ for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming.

II. ACQUISITION STRATEGY

As a result of this Request for Proposal (RFP), the Government intends to award a Call (Attachment 2) against a GSA FSS contract, Blanket Purchase Arrangement as described in the attached Statement of Work (Attachment 1).

The Government reserves the right to either issue a Call without further discussion or enter into discussions. Therefore, offeror is encouraged to submit its most favorable offer initially.

III. PERIOD OF PERFORMANCE

The period of performance will be as stated in the Call.

IV. EXTENT OF OBLIGATION

The Government is obligated only to the extent of funding specified on any resultant Call. The awarded contractor shall incur costs under any resultant BLM Call only in the performance of the Statement of Work as contained herein and in each Call. No other costs are authorized without the express written consent of the BLM Contracting Officer (CO).

V GSA PRICE REDUCTIONS

The Contractor shall provide the CO with a copy of all modifications to its GSA FSS Schedule, within 30 days of the effective date. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for any resultant Call.

The Contractor may, at any time during the life of any resultant Call, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant Call shall be incorporated by modification.

VI. LIST OF ATTACHMENTS

Attachment I - Statement of Work
Attachment 2 - Schedule of Items

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VII. INSTRUCTIONS TO CONTRACTORS

A. Submission of Technical and Price Proposals
    1. Proposals shall be submitted in hard copy.
    2. The hard copy submittal shall consist of one technical proposal and one price proposal.
    3. The technical and price offers shall be packaged separately and clearly marked" technical proposal" or "price offer" on the outside.
    4. The Request for Proposal number LI IPSO 1268 shall be identified on all packages to be mailed or hand delivered.
    5. The address for mailing responses:
        Bureau of Land Management, OR952
        Branch of Procurement Management
        P. 0. Box 2965
        Portland, Oregon 97208
    6. The address for delivering hand carried responses, including overnight or express, is:
        Bureau of Land Management, OR952
        Branch of Procurement Management, 7'11 Floor
        333 S.W. 1s1 Avenue
        Portland, Oregon 97204

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B. Technical Proposal: Technical Proposal is limited to 20 pages.
    1. Past Performance:

        Offerer shall submit five references consisting of present or past customers within the last three years capable of verifying performance in like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement and the dollar amount. Include name and telephone number of the cognizant Contracting Officer and technical project representative for each reference.

    2. Technical Experience and Organization Offerer shall describe its experience in providing services equivalent to the services required by the attached Statement of Work. Describe organization and propose staffing adequate to complete the Call timely.

3. Key Personnel

   A Project Manager shall be designed to be the point of contact with the Government for all work under the Call. An Assistant Project Manager may also be designated. Both the Project Manager and Assistant Project Manager, if identified, shall be considered as "key personnel, as well as any other position the offerer may also identify as a key person in its technical proposal. The offerer agrees that assigned key personnel shall not be removed or replaced without the written concurrence of the CO. If the CO determines that suitable replacement of key personnel is not feasible or that the reduction of effort would be so substantial as to impair the successful performance of the work, the Contractor may be subject to default action under the affected Task Order or the contract. Ultimate approval/disapproval to replace key personnel is the responsibility of the CO. Brief resumes shall be submitted for all identified key personnel to be assigned to the BLM Call.

C. Price Proposal

1. Offerer shall include a copy of its most current GSA Group 899 l Schedule Contract with price proposal. Responses which do not include the schedule may not be considered for award.

2. Include GSA labor rates, the discount percent being offered and the resultant discounted labor prices on Attachment 2 to be used in the price proposal for the Call.

3. All discounted hourly rates shall incorporate the one (l) percent industrial funding as required for GSA FSS contracts.

4. Specifically identified positions to be assigned to each Call, with the discounted labor rates and attributable hours for each, along with other direct costs shall be submitted as a fixed price proposal for each of the tasks identified in the Statement of Work on Attachment 2.

5. Provide a summary page of fixed price proposals for each of the tasks identified total offered price to the Government.

6. Price proposals may be provided in other formats with all required information provided.

VIII. EVALUATION OF TECHNICAL AND PRICE PROPOSALS

A. Initial Screening Process

The Government will initially screen all offers for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will NOT receive further consideration.

B. Evaluation Criteria

Award will be made to the offerer whose proposal is determined to represent the best value to the Government, after considering technical evaluation and offered price. In making the best value determination, the Government considers the technical evaluation more important than offered price. There are three areas within the technical evaluation, all of which will be considered, but are listed in descending order of importance: technical experience/organization, past performance, and key personnel, as follows:

1. Technical Experience/Organization (50 points)
    a. Experience of offerer in performing like services for similar Statements of Work and subject matter.
    b. Understanding of the Statement of Work as evidenced by the offerer's appropriateness of proposed general staffing as evidenced by abbreviated resumes.
    c. Capability of the offerer's organization to provide the required products as set forth in the Statement of Work within the time constraints specified.
    d. Demonstrate an overall understanding of BLM's resource management procedures related to the Statement of Work.
    e. Demonstrate an ability to produce environmental analysis documents of professional quality and in a timely manner.

2. Past Performance (30 points)
    a. Overall previous experience and qualifications of the offerer.
    b. Prior experience and demonstrated past performance to other Government organizations
    c. Ability to meet schedules and control costs

3. Key Personnel (20 points)
    a. Identification of program manager and assistant program manager (if designated)
    b. Identification of other designated key personnel
    c. Experience of key personnel to insure capability of managing similar Statements of Work adequately and in a timely manner by submission of abbreviated resumes.

4. Offered Price Evaluation

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The hourly discounted prices for Tasks will be evaluated in relation to the GSA Schedule and other offerors. Quantity of hours will be evaluated in relation to Statement of Work and other offerors.

IX. AWARD INFORMATION

Each BLM office to award a Call will be made in accordance with the prices awarded in the Blanket Purchase Arrangement and in accordance with Evaluation of Technical and Price Proposals.

X. DELIVERABLES

The Contractor shall begin work within 3 calendar days from the effective date of the Notice to Proceed. The Contractor shall continue performance of the work under the contract without delay or interruption except by causes beyond Contractor's control as defined by contract clauses, or by the receipt of a "Suspend Work Order" issued by the Government. Failure to do so may be cause for action under the "Default" clause. The Contractor shall complete all work required within the time specified in the Call. Deliverables shall be addressed to the BLM COR as stated in the Call:

XI. REPORTS

Reports shall be submitted as specified in the Statement of Work.

XII. INVOICES/PAYMENT AND TRAVEL

A. Payments will be made for project work inspected and accepted. Invoices shall contain, as a minimum, the following information:

Name & address of the prime contractor
Invoice Date GSA contract number
Call number
Invoices shall be sent to:
Bureau of Land Management
OC622 Payments Section
Denver Federal Center, Bldg. 50
P. 0. Box 25047
Denver, Colorado 80225

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B. Travel - All travel will be reimbursed in accordance with current Federal Travel Regulations and shall be identified and approved in advance by the CO.

STATEMENT OF WORK FOR
~~FACILITATION AND~~ ASSISTANCE
IN ~~FOR~~ PREPARATION OF MULTIPLE

ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION OF GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement (b)5 DPP [redacted] reater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the (b)5 DPP process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include (b)5 DPP [redacted] preparation and review of (b)5 DPP [redacted].

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The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in conducting the scoping process, (b)5 DPP -involved in developing a scoping report and comment summaries related to potential RMP amendments to help address the

management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse(b)5 DPP objectives for the affected states.

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Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

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Summary

Preliminary Schedule

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:

The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to assist the agency with completion of the NEPA documents.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing these documents. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings are not specifically stated as tasks in the Statement of Work (SOW) (b)5 DPP

Create and implement the project management plan, including schedule, as approved by the BLM; Collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise (b)5 DPP

(b)5 DPP

Develop and maintain the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; Provide all documents in a BLM-approved media, using appropriate software; Develop written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, respond to public inquiries regarding the planning and NEPA Processes; Coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; Prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials: The Contractor shall furnish all labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as

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government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order. All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shal l be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agencies' General Responsibilities:
Maintain good communications with the Contractor;
Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
Typeset and publish documents;
Provide initial mailing lists, conduct mailings;
Provide comments to Contractor in a timely manner;
Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations.
(b)5 DPP

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• Contracting Officers Representative (COR) - the BLM will designate a COR;

Agency Specialists- BLM will provide contact (b)5 DPP The Contractor shall provide all primary authors;

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Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
(b)5 DPP

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Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents;
Planning Record Schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to fi le supporting records relative to this contract;
Printing and Distr bution - the BLM will print and mail the (b)5 DPP

The BLM will conduct any formal or informal consultation that may be required .

SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort (b)5 DPP

The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified and general schema provided by the agencies. ·

In consultation with the COR, respond to public inquiries regarding the NEPA process; coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review.

The Contractor shall provide all documents in a BLM-approved media, using appropriate software. All electronic communications shall be in formats accessible lo agency personnel. Deliverables arc as noted below. The Contractor must perform the following tasks (the tasks associated with the following dates shall be finalized in the BLM approved Project Management Plan):

PROJECT ADMINISTRATION

INITIAL SCOPING~~PROJECT~~ MANAGEMENT PLAN~~, PUBLIC PARTICIPATION PLAN, PROJECT RECORD ADMINISTRATION, BUILDING COLLABORATION, MAILING~~S.

PUBLIC SCOPING

TASK 1: PUBLIC SCOPING

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in (b)5 DPP RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). (b)5 DPP numbers of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BLM (b)5 DPP

The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments and appropriate analysis topics and scope for the EIS. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action; or 3) Issues beyond the scope of the plan amendment.

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Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of scoping. Contractor shall create a public scoping and involvement template and supporting public involvement material for each State/Sub-region to follow and utilize in their scoping efforts for their EISs. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analys is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.

(b)5 DPP

~~5.~~6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.

~~6.~~7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.

~~7.~~8. Develop, in consultation with the BLM, a Scoping Report.

a. Deliverables:

1. ~~-~~Catalog and tracking system for public participants and comments
2. (b)5 DPP
3. ~~3.~~4. Completion of Scoping phase aspects of Public Participation plan
4. ~~4.~~5. Scoping template and public involvement material

Due Date (b)5 DPP . BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

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REQUEST FOR PROPOSAL
FACILITATION AND ASSISTANCE
FOR PREPARATION OF A RANGE-WIDE SCOPING REPORT FOR POTENTIAL LAND USE PLAN AMENDMENTS AND ~~MULTIPLE~~
ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION of GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

TO BE AWARDED AS A CALL
UNDER GSA FEDERAL SUPPLY SERVICE (FSS)
BLANKET PURCHASE AGREEMENT

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I. INTRODUCTION

The Bureau of Land Management (BLM), requires contract support services to complete a range-wide scoping report associated with potential land use plan amendments and multiple environmental documents ~~(environmental impact statements and land use plan amendments)~~ for conservation of greater sage grouse habitat on BLM administered lands in the Western United States for the states of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming.

II. ACQUISITION STRATEGY

As a result of this Request for Proposal (RFP), the Government intends to award a Call (Attachment 2) against a GSA FSS contract, Blanket Purchase Arrangement as described in the attached Statement of Work (Attachment 1).

The Government reserves the right to either issue a Call without further discussion or enter into discussions. Therefore, offeror is encouraged to submit its most favorable offer initially.

III. PERIOD OF PERFORMANCE

The period of performance will be as stated in the Call.

IV. EXTENT OF OBLIGATION

The Government is obligated only to the extent of funding specified on any resultant Call. The awarded contractor shall incur costs under any resultant BLM Call only in the performance of the Statement of Work as contained herein and in each Call. No other costs are authorized without the express written consent of the BLM Contracting Officer (CO).

V GSA PRICE REDUCTIONS

The Contractor shall provide the CO with a copy of all modifications to its GSA FSS Schedule, within 30 days of the effective date. If the modification results in a price reduction to any or all labor categories, the new rate shall be discounted by the same percentage applied to the initial pricing for any resultant Call.

The Contractor may, at any time during the life of any resultant Call, reduce the price of a particular labor category due to market conditions or other factors. Any price reduction for the remainder of the life of the resultant Call shall be incorporated by modification.

VI. LIST OF ATTACHMENTS

Attachment I - Statement of Work
Attachment 2 - Schedule of Items

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VII. INSTRUCTIONS TO CONTRACTORS

A. Submission of Technical and Price Proposals
    1. Proposals shall be submitted in hard copy.
    2. The hard copy submittal shall consist of one technical proposal and one price proposal.
    3. The technical and price offers shall be packaged separately and clearly marked" technical proposal" or "price offer" on the outside.
    4. The Request for Proposal number LI IPSO 1268 shall be identified on all packages to be mailed or hand delivered.
    5. The address for mailing responses:
        Bureau of Land Management, OR952
        Branch of Procurement Management
        P. 0. Box 2965
        Portland, Oregon 97208
    6. The address for delivering hand carried responses, including overnight or express, is:
        Bureau of Land Management, OR952
        Branch of Procurement Management, 7'11 Floor
        333 S.W. 1s1 Avenue
        Portland, Oregon 97204

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B. Technical Proposal: Technical Proposal is limited to 20 pages.
    1. Past Performance:

        Offerer shall submit five references consisting of present or past customers within the last three years capable of verifying performance in like or similar requirements. The references shall include a brief description of the services, size, geographical span of the requirement and the dollar amount. Include name and telephone number of the cognizant Contracting Officer and technical project representative for each reference.

    2. Technical Experience and Organization Offerer shall describe its experience in providing services equivalent to the services required by the attached Statement of Work. Describe organization and propose staffing adequate to complete the Call timely.

3. Key Personnel

   A Project Manager shall be designed to be the point of contact with the Government for all work under the Call. An Assistant Project Manager may also be designated. Both the Project Manager and Assistant Project Manager, if identified, shall be considered as "key personnel, as well as any other position the offerer may also identify as a key person in its technical proposal. The offerer agrees that assigned key personnel shall not be removed or replaced without the written concurrence of the CO. If the CO determines that suitable replacement of key personnel is not feasible or that the reduction of effort would be so substantial as to impair the successful performance of the work, the Contractor may be subject to default action under the affected Task Order or the contract. Ultimate approval/disapproval to replace key personnel is the responsibility of the CO. Brief resumes shall be submitted for all identified key personnel to be assigned to the BLM Call.

C. Price Proposal

1. Offerer shall include a copy of its most current GSA Group 899 l Schedule Contract with price proposal. Responses which do not include the schedule may not be considered for award.

2. Include GSA labor rates, the discount percent being offered and the resultant discounted labor prices on Attachment 2 to be used in the price proposal for the Call.

3. All discounted hourly rates shall incorporate the one (l) percent industrial funding as required for GSA FSS contracts.

4. Specifically identified positions to be assigned to each Call, with the discounted labor rates and attributable hours for each, along with other direct costs shall be submitted as a fixed price proposal for each of the tasks identified in the Statement of Work on Attachment 2.

5. Provide a summary page of fixed price proposals for each of the tasks identified total offered price to the Government.

6. Price proposals may be provided in other formats with all required information provided.

VIII. EVALUATION OF TECHNICAL AND PRICE PROPOSALS

A. Initial Screening Process

The Government will initially screen all offers for completeness and adequacy prior to further consideration. Incomplete submissions or submissions exceeding the maximum page limit will NOT receive further consideration.

B. Evaluation Criteria

Award will be made to the offerer whose proposal is determined to represent the best value to the Government, after considering technical evaluation and offered price. In making the best value determination, the Government considers the technical evaluation more important than offered price. There are three areas within the technical evaluation, all of which will be considered, but are listed in descending order of importance: technical experience/organization, past performance, and key personnel, as follows:

1. Technical Experience/Organization (50 points)
    a. Experience of offerer in performing like services for similar Statements of Work and subject matter.
    b. Understanding of the Statement of Work as evidenced by the offerer's appropriateness of proposed general staffing as evidenced by abbreviated resumes.
    c. Capability of the offerer's organization to provide the required products as set forth in the Statement of Work within the time constraints specified.
    d. Demonstrate an overall understanding of BLM's resource management procedures related to the Statement of Work.
    e. Demonstrate an ability to produce (b)5 DPP of professional quality and in a timely manner.

2. (b)5 DPP (30 points)
    a. Overall previous experience and qualifications of the offerer.
    b. Prior experience and demonstrated past performance to other Government organizations
    c. Ability to meet schedules and control costs

3. Key Personnel (20 points)
    a. Identification of program manager and assistant program manager (if designated)
    b. Identification of other designated key personnel
    c. Experience of key personnel to insure capability of managing similar Statements of Work adequately and in a timely manner by submission of abbreviated resumes.

4. Offered Price Evaluation

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The hourly discounted prices for Tasks will be evaluated in relation to the GSA Schedule and other offerors. Quantity of hours will be evaluated in relation to Statement of Work and other offerors.

IX. AWARD INFORMATION

Each BLM office to award a Call will be made in accordance with the prices awarded in the Blanket Purchase Arrangement and in accordance with Evaluation of Technical and Price Proposals.

X. DELIVERABLES

The Contractor shall begin work within 3 calendar days from the effective date of the Notice to Proceed. The Contractor shall continue performance of the work under the contract without delay or interruption except by causes beyond Contractor's control as defined by contract clauses, or by the receipt of a "Suspend Work Order" issued by the Government. Failure to do so may be cause for action under the "Default" clause. The Contractor shall complete all work required within the time specified in the Call. Deliverables shall be addressed to the BLM COR as stated in the Call:

XI. REPORTS

Reports shall be submitted as specified in the Statement of Work.

XII. INVOICES/PAYMENT AND TRAVEL

A. Payments will be made for project work inspected and accepted. Invoices shall contain, as a minimum, the following information:

Name & address of the prime contractor
Invoice Date GSA contract number
Call number
Invoices shall be sent to:
Bureau of Land Management
OC622 Payments Section
Denver Federal Center, Bldg. 50
P. 0. Box 25047
Denver, Colorado 80225

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B. Travel - All travel will be reimbursed in accordance with current Federal Travel Regulations and shall be identified and approved in advance by the CO.

STATEMENT OF WORK FOR
~~FACILITATION AND~~ ASSISTANCE
IN ~~FOR~~ PREPARATION OF MULTIPLE

ENVIRONMENTAL DOCUMENTS
FOR CONSERVATION OF GREATER SAGE GROUSE
ON BLM ADMINISTERED LANDS IN THE WESTERN UNITED STATES

GENERAL INFORMATION

Introduction

The U.S. Department of Interior, Bureau of Land Management (BLM) has a requirement (b)5 DPP [redacted] reater Sage-Grouse habitat on BLM-administered public lands in the Western States of California, Colorado, Idaho, Montana, Nevada, Oregon, Utah and Wyoming. The tasks outlined for this solicitation include the work necessary to facilitate and document public involvement in the (b)5 DPP process in compliance with the National Environmental Policy Act (NEPA) and the Federal Land Policy and Management Act (FLPMA). These tasks include (b)5 DPP [redacted] (b)5 DPP comment solicitation and documentation, development and maintenance of a public involvement administrative record and writer-editor functions. Deliverables will include (b)5 DPP [redacted] s.

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The analysis areas include each of the BLM States that contain greater sage-grouse habitat on a range-wide basis.

Purpose

The purpose of this statement of work is to provide the agency with expert assistance in conducting the scoping process, and specifically the tasks involved in developing a scoping report and comment summaries related to potential RMP amendments to help address the

management, restoration, and conservation of greater sage-grouse habitats to support sage-grouse (b)5 DPP management objectives for the affected states.

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Background

On March 31, 2017, the United States District Court for the District of Nevada held that the BLM violated NEPA by failing to prepare a supplemental EIS for the designation of SFAs in the 2015 Greater Sage-Grouse Plan in Nevada. Similar claims were raised in other lawsuits that have not been decided across the range of the sage grouse in the West. In order to comply with the court's order, to address issues raised by various interested parties since the approval of the 2015 BLM sage grouse plans and plan amendments, and to consider recommendations in the August 4, 2017 report prepared by the Department of the Interior's Greater Sage-Grouse Review Team in Response to Secretary's Order 3353 (SO 3353), the BLM has initiated a scoping comment period to address various existing land use plan decisions outlined in the BLM's existing plans and plan amendments that were approved on September 21, 2015. The BLM also seeks comment on State-specific issues and other issues identified by State, tribal, and local governments. The BLM also seeks input on planning criteria, which include compliance with laws and regulations and adequacy of Greater Sage-Grouse conservation measures in the land use plans. Any RMP amendment(s) with associated NEPA document(s)—EISs or Environmental Assessments (EAs)—developed will be completed in compliance with NEPA and the Federal Land Policy and Management Act of 1976, as amended.

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~~A significant percentage of the range-wide greater sage-grouse populations occur within BLM~~

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Summary

Preliminary Schedule

FORMAT, PROCESS, and RECORDS

Contractor's General Responsibilities:
The Contractor shall furnish all personnel, equipment, supervision, transportation, supplies, and incidentals, except those indicated as government furnished, to perform all work necessary to assist the agency with completion of the NEPA documents.

In order to effectively complete the tasks described below, the Contractor must be familiar with all laws, policies and guidelines related to public participation in developing these documents. Reviewing the issues, comments, laws, policies, and guidelines may take considerable time for the Contractor depending on their past experience with these types of projects.

The Contractor shall meet with the BLM COR and other BLM personnel on a regular basis. Consistent communication is vital to producing acceptable documents. All of the required and necessary meetings are not specifically stated as tasks in the Statement of Work (SOW), but it is assumed that the Contractor shall include these meetings and coordination in the Project Management Plan.

Create and implement the project management plan, including schedule, as approved by the BLM; Collaborate with the COR to identify specific resource skills the Contractor shall provide to comprise an interdisciplinary team and identify anticipated interdisciplinary team workload requirements relative to the project schedule.

Maintain good communications with the BLM; provide written progress reports monthly, and hold meetings with the BLM no less than weekly; Serve as the lead author for all drafts and final documents, subject to BLM approval, including all other documents and products associated with the project; Develop and maintain the official project administrative record in accordance with written BLM project record guidance and in an organized and readily accessible manner throughout the project; Provide all documents in a BLM-approved media, using appropriate software; Develop written guidance for team members regarding the scope and content of NEPA analysis.

In consultation with the COR, respond to public inquiries regarding the planning and NEPA Processes; Coordinate with parties that may be identified by the BLM, to facilitate involvement and ensure a cooperative process; Prepare all documents and conduct all processes consistent with applicable laws including NEPA, FLPMA, and BLM regulations.

Contractor Furnished Materials: The Contractor shall furnish all labor, equipment, supervision, transportation, materials, supplies and incidentals, except those indicated as

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government-furnished, to perform all work necessary for completion of the deliverables in accordance with this task order. All data, analyses, documents. official records and other materials generated by the Contractor under this contract become government property and shal l be provided to the BLM in a project record that meets the administrative record requirements of the agency prior to completion of the contract.

Agencies' General Responsibilities:
Maintain good communications with the Contractor;
Update, compile, reformat, and furnish data from the BLM's databases as needed for use in the EIS analysis and planning process; the BLM anticipates that existing data will be sufficient;
Typeset and publish documents;
Provide initial mailing lists, conduct mailings;
Provide comments to Contractor in a timely manner;
Review documents and processes for consistency with applicable laws including NEPA, FLPMA, and BLM regulations.
Agency-Furnished Materials:
• Endangered Species Act Consultation;
• NHPA Section I 06 Consultation and Tr bal Consultation;
• Presentations/Briefings/Consultations with the respective State Office, and BLM Washington Office.
• Contracting Officers Representative (COR) - the BLM will designate a COR;

Agency Specialists- BLM will provide contacts from each District to supply the Contractor with input/information regarding affected programs and resources. The Contractor shall provide all primary authors;
Access to BLM facilities and network drives shall be subject to successful completion of background clearance as required by Bureau and Departmental Policies;
References - including guidelines, manuals, handbooks, examples, publication standards, printing standards, and mapping standards, for all primary documents as well as for any reports and studies required for supporting documentation; includes copies of prior EISs, EAs, BAs and related BLM documents as needed by the Contractor; references maybe provided in electronic formats or as internet references;
Initial Mailing Lists - the BLM will provide the initial mailing lists;
Maps and Data - the BLM will furnish Geographical Information System (GIS) data as available and related data for the Contractor's use and inclusion in the documents;
Planning Record Schema, Format, and Filing Method - the BLM will provide the format and outline for the official supporting record, and provide a method to fi le supporting records relative to this contract;
Printing and Distr bution - the BLM will print and mail the any pertinent documents~~EISs, RODs and Approved Plan Amendments~~;
The BLM will conduct any formal or informal consultation that may be required .

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SPECIFIC RESPONSIBILITIES AND TASKS

The tasks outlined in this Statement of Work may be solicited by any of the states or sub-regions involved in this coordinated planning effort. A particular State or Sub-region may not have need for the full range of tasks identified, therefore pricing for each task will be independent of other tasks e.g. a State or Sub-region may choose to manage its administrative record and not solicit contractor assistance in this area.

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The Contractor shall develop and maintain official project records in an organized and readily accessible manner throughout the project using the software application specified and general schema provided by the agencies. ·

In consultation with the COR, respond to public inquiries regarding the NEPA process; coordinate with parties identified by the BLM as necessary to facilitate their involvement, input, or review.

The Contractor shall provide all documents in a BLM-approved media, using appropriate software. All electronic communications shall be in formats accessible lo agency personnel. Deliverables arc as noted below. The Contractor must perform the following tasks (the tasks associated with the following dates shall be finalized in the BLM approved Project Management Plan):

PROJECT ADMINISTRATION

INITIAL SCOPING~~PROJECT~~ MANAGEMENT PLAN~~, PUBLIC PARTICIPATION PLAN, PROJECT RECORD ADMINISTRATION, BUILDING COLLABORATION, MAILING~~S.

PUBLIC SCOPING

TASK 1: PUBLIC SCOPING

The BLM considers scoping as a collaborative; community based public involvement process to identify planning issues to be addressed in (b)5 DPP RMP Amendment/EISs. The process of scoping and its deliverable, a Scoping Report, defines the context and planning issues to be addressed in the land use plan amendment(s). The~~As identified above, under Task 2,~~ number~~s~~ of scoping meetings per state or subregion may vary as necessary to ensure reasonable public involvement.

Scoping will also include written input via comment letters and e-mail. The BL (b)5 DPP

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The Contractor will catalog, summarize, track, and report findings to the BLM and consult with the BLM regarding planning approach for the RMP Amendments and appropriate analysis topics and scope for the EIS. The Contractor will summarize the activities and outcomes of scoping, including comments received, in a Scoping Report (see the BLM Land Use Planning Handbook for guidance and format). For each issue identified, the Contractor will place them into one of the following three categories: 1) Issues to be resolved in the plan amendment; 2) Issues to be resolved through policy or administrative action; or 3) Issues beyond the scope of the plan amendment.

Within the parameters set by law, regulation, and BLM policy, contractors should describe how they will accomplish the goals of scoping. Contractor shall create a public scoping and involvement template and supporting public involvement material for each State/Sub-region to follow and utilize in their scoping efforts for their EISs. Specific tasks include:

1. In conjunction with the use of CARA in ePlanning, scan and store all public input/comment materials/documents associated with the planning and analys is effort and provided by the BLM.
2. Provide alphabetical comment analysis summaries by name/organization, address, and category of interest.
3. Categorize comments and cross references by location, interest and issue to sections of the plan.
4. Determine the number of individuals/groups/agencies raising the same or similar issues/comments that can be addressed in the planning process with the same approach or resolution.
5. Categorize all the issues into one of the three categories described above.
5.6. Recommend appropriate planning approaches for resolution of issues, facts/information, or comments.
6.7. Keep an up-to-date electronic mailing list of all individual/groups commenting or expressing interest in the planning process and those signing in at public meetings or workshops.
7.8. Develop, in consultation with the BLM, a Scoping Report.
    a. Deliverables:
        1. Catalog and tracking system for public participants and comments
        2. At least one draft of the Scoping Report for internal review
        2.3. A final edited version of the Scoping Report
        3.4. Completion of Scoping phase aspects of Public Participation plan
        4.5. Scoping template and public involvement material

Due Date: Provide draft sixty (60) calendar days from Notice to Proceed. BLM will review within seven (7) calendar days of receipt and provide written comments. Upon receipt of comments the Contractor shall finalize and provide to the COR within seven (7) calendar days and the material will become final upon BLM approval provided there are no additional comments.

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I, the National Sage Grouse Planning Lead for the BLM under supervision of Idaho State Director located in
(insert title) (name of divisional, program or state office)

Colorado State Office, do herby certify the following to BLM FOIA Specialist Maritiza Harris, in her capacity as the FOIA Contact tasked with coordinating searches for records responsive to FOIA # BLM-2018-00683.

Check ALL that apply:

(x) 1. I have reason to believe that the documents transmitted with this certification constitute all documents within the possession or control of the staff in the office.

(x) 2. I have determined none of the records that have been produced are sensitive.

(x) 3. I have determined that some or all of the records that have been produced are sensitive.

Y/N Records are marked as sensitive.

Y/N Records are sensitive due to a Solicitor sending, receiving, or reviewing the document(s).

( ) 4. I have reason to believe that there are no responsive documents within the possession or control of the staff in the office, and accordingly, am not provided any documents.

Information about the search (add lines as needed):

Name/Program Office	Search Terms Used	Search Location (e.g., paper files; email; share drive)
Brian St George, project lead	Greater Sage Grouse, GrSG, Contracting, EMPSi	Email, paper files, shared drives, user file directory

Information about individuals performing work (add lines as needed):

Name/Program Office	Grade	Hours to Search	Hours of Review
Brian St George, Project lead	14	1	1

Date: 5/3/18

Signature

Brian St George
Print name

Project Planning Lead
Title